

CANADA SUMMER JOBS 2025

Canada



Hamilton



The Ward 12 Office is Hiring a Summer Student

Reporting to the City of Hamilton's Ward 12 Councillor, the summer *Constituency Aid* position is a learning opportunity for an individual interested in municipal politics and/or public service more broadly. The successful candidate will develop an understanding of the history, protocols, culture, and operations within the City of Hamilton creating a foundation for a future career in the Public Sector.

Employment Duration: Mid-June (flexible start date) to August 29, 2025

Hourly wage: \$21.30 (2025 Living Wage in Hamilton, ON)

Hours: 35 hours/week

Eligibility: Ages 15 to 30. A Canadian Citizen, permanent resident, or someone to whom Refugee Status has been granted/conferred.

Job Responsibilities The successful candidate will:

- Be responsible for 2-3 small projects. The work may involve interaction with City Staff, other elected officials, and members of the public. Assigned work will be customized to the skillset of the successful applicant.
- Assist with the analysis of qualitative and quantitative data using appropriate methods.
- Work with Ward 12 staff to monitor social media channels, profile and identify issues, and respond effectively and timely to online comments and questions.
- Contribute research and content development of *Craig's Current*, the Ward 12 monthly newsletter.
- Assist the Ward 12 Councillor in the preparation for Committee meetings by summarizing reports and conducting related research.
- Accompany the Ward 12 Councillor to committee meetings or public events for exposure and networking, as appropriate.

Required skills:

- Excellent written and verbal communication, and presentation skills.
- Political acuity, diplomacy, and people skills to enable successful interaction with elected officials, City Staff and the Public.
- Organizational and time management skills, including the ability to work with deadlines and competing priorities.
- Experience working with diverse stakeholders. Examples include not-for-profit social organizations, community groups, businesses, educational institutions.
- Problem-solving capacity related to the complexities of working with multiple stakeholders and the ability to relate well to a culturally diverse population.
- Experience with content creation (written, visual, video) is an asset.

The successful candidate will work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety and the [RZone Respectful Environments Policy](#).

Our office consists of one man and two women. We are a safe space for cis and trans, racialized, and queer people.

Send your application to ward12@hamilton.ca by midnight on May 21, 2025. Our website is www.craigcassar.ca