



**The Corporation of the Township of Uxbridge**  
**Employment Opportunity**  
**Summer Student Employment Opportunity**  
**Communications Assistant**

The Township of Uxbridge is accepting applications for a summer student placement within the Communications Department. An applicant should be currently enrolled in a post-secondary education program and returning to continue their education in September 2026.

**Duties and Responsibilities:**

- Create and edit graphic files using photo-editing software,
- Review social media and website material and support media monitoring activities,
- Write, proof-read and edit engaging material for print, web and social media,
- Collaborate with others to develop messaging and plan communication campaigns,
- Assist with the development of written materials including reports, press releases, Q & A information, council highlights, and media statements,
- Assist with coordination of media interviews, media events
- Take photographs and obtain photo waivers to be used for communication and marketing purposes, upload and catalogue photo and communication assets,
- Assist with planning the communication calendar,
- Research, verify and confirm accuracy of information prior to publication.
- Support event planning and implementation of strategic projects
- Other administrative duties and functions, as assigned.

**Skills and Qualifications:**

- Post Secondary student pursuing an education in Communications or similar field of studies.
- Organizational skills that demonstrate attention to detail and multi-tasking skills.
- Excellent written and verbal communication skills, including presentation skills
- The position requires strong technology skills, including MS Office.

This is a contract position commencing May 11th, 2026, and expiration date of August 28th, 2026. The ideal candidate will receive a pay rate of \$17.90 per hour, based on 35 hours/week.

Applicants should submit a detailed resume to Sierra Miller, Communications Officer, at [smiller@uxbridge.ca](mailto:smiller@uxbridge.ca) Resumes will be accepted until **January 30th, 2026, at 4:30p.m.**

We thank all applicants for their interest, however only those being considered for an interview will be contacted.

*The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes*

*and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.*

*Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act*