



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 2025.

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 12, 2025, and expiration date of August 29, 2025. The ideal candidate will receive a pay rate of \$17.50 per hour, based on 35 hours/week.

Applicants should submit a detailed resume to Sierra Miller, Communications Officer at smiller@uxbridge.ca Resumes will be accepted until **February 14th, 2025 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