



The Corporation of the Township of Uxbridge

Employment Opportunity

Communications Coordinator

Under the direction of the Communications Officer, you will foster partnerships among the various stakeholders and coordinate all activities associated with a number of communications initiatives, projects and operations.

Duties and Responsibilities:

- Ensure communication requirements from grants and partnerships are faithfully managed, completed, approved, administered and reported through granting organizations.
- Plan, manage, and execute special events with dignitaries. This includes managing the communication aspects of grant and official announcements.
- Support internal special project and communications initiatives by providing project coordination support, develop communication strategies, plans and materials, action public engagement and notification projects and liaising with interdepartmental staff as needed to support programs.
- Support recreation and community groups and liaise with Committees of Council/Boards to support community events and initiatives.
- Liaise with the local press to achieve corporate communication objectives.
- Provide support to the communications team to develop, create and distribute media when extra support is needed. This may include supporting emergency communications through the EOC.
- Research and assemble a monthly newsletter and calendar of events and items of significance for Council and internal staff.
- Update SharePoint intranet page and site as needed.
- Provide comprehensive administrative support to the Mayor and CAO, including managing schedules, appointments, and travel arrangements.
- Perform other administrative duties as required to support the Mayor and CAO.

Skills and Qualifications:

- Post Secondary education (bachelor's degree) or equivalent experience in Communications, Business Administration or similar field of studies.
- Experience in executive administrative support is an asset.
- Proven working experience as a project manager, preferably in the public sector.
- Organizational skills that demonstrate attention to detail and multi-tasking skills.
- Excellent written and verbal communication skills, including presentation skills
- Background in business skills, management of resources, budgeting and analysis in order to conduct surveys and interviews, analyze data and develop strategies for future implementation.
- The position will require excellent communication skills, both written and oral.
- The individual will need to work independently, taking direction from Project Sponsors, Committees, Council and the CAO.

- The position requires strong technology skills, including MS Office.

Hourly Rate/Salary: \$54,636 - \$63,917 (Grade 8)

Hours of Work: 35 hours per week, Monday-Friday 8:30a.m.- 4:30p.m. (occasional weekends and after hours)

Location: Township of Uxbridge Municipal Office (51 Toronto St. S.)

If you are interested in joining our team, please forward your resume and detailed cover letter by **Friday, December 6 at 4:00pm to:**

Sierra Miller, Communications Officer
Township of Uxbridge
P.O. Box 190
51 Toronto Street South Uxbridge, On L9P 1T1
email: smiller@uxbridge.ca
telephone: (905) 852-9181 (ext. 509)

We thank all applicants and advise that only those to be interviewed 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.

If you require accommodation at any time throughout the employment activities process, please contact us at: 905-852-9181 ext. 209, accessibility@uxbridge.ca or by visiting www.uxbridge.ca and we will make every effort to provide appropriate assistance pursuant to the Township of Uxbridge Employment Activities Accommodation policy.