



The Corporation of the Township of Uxbridge Employment Opportunity

Office of the CAO - Downtown Marketing and Event Coordinator

The Downtown Marketing and Event Coordinator will support economic development and tourism in the Township of Uxbridge by developing and promoting the Uxbridge downtown brand across various platforms and support events and programming to promote the Downtown as a destination. This part-time contract position works collaboratively with downtown stakeholders to create a brand for the downtown, develop marketing campaigns, coordinate, and plan events to support economic vitality and generate visits to Downtown.

Duties and Responsibilities:

- develop a brand and associated marketing assets for Downtown Uxbridge.
- generate visits to Downtown developing innovative collaborations, partnerships, programming, and promotional programs with other stakeholders.
- plan and execute marketing campaigns to promote downtown Uxbridge as a destination for residents and tourists.
- provide marketing consultation and support services to the Uxbridge Farmers' Market to enhance the Market's website and on-line marketing promotion.
- support efforts to make the 'Downtown a Destination' by developing event calendars, communication protocols, web materials, intake forms and other collateral tools to help coordinate and share information.

Term and Conditions:

- This contract position is in effect until December 2024.
- Hours – 21- 28 hours per week (flexible)
- Salary Range – \$28.00- \$32.00 per hour

Skills and Qualifications:

- Bachelor's degree or diploma in event planning, communication, marketing, or related field is highly preferred.
- Minimum 2 years in marketing or communications or a related field.
- Self-starter, organized professional that works well as part of a team
- Excellent computer skills (Microsoft Office)
- Knowledge of social media best practices, including Facebook, Twitter, and Instagram
- A valid Ontario Class G driver's license and access to a reliable vehicle for business purposes.
- Relationships with local community, farmer's market and/or art groups an asset.

If you are interested in joining our team, please forward your resume and detailed cover letter to Colleen Baskin at cbaskin@uxbridge.ca. **Deadline for applications is September 21st, 2023 at 11:59 p.m.**

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



This position is subject to providing proof of full vaccination against COVID-19 in alignment with the Township Policy September 23, 2021, COVID-19 Vaccination Policy. Successful candidates will be required to be fully vaccinated with a Health Canada or World Health Organization approved COVID-19 vaccine series with the final dose at least 14 days prior to your start date. The Township will consider cases requiring accommodation as stipulated by relevant employment standards legislation or regulation and/or the Ontario Human Rights Code.

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.