

The District Municipality of Muskoka is currently recruiting for a Communications Coordinator



The District

Muskoka is a great place to live and play, and the District is a four-season municipality passionate about protecting, servicing and caring for this community. We have opportunities that will allow you to learn, grow and build your career amongst other ambitious leaders and innovators. We offer a competitive compensation package and are committed to promoting diversity, accessibility and inclusion. [Watch our video](#) to learn more.

The Opportunity

The Communications Coordinator is responsible for providing administrative and coordination support to all aspects of the corporate communications program for the purpose of fostering and maintaining a positive image for the District.

What you will do:

- Work alongside of the Manager, Communications and Communication Specialists to coordinate the creation and implementation of communication, media and public relations plans, key messages and materials.
- Provide administrative support to the team and coordinate scheduling for meetings including the coordination of training and public relations/media events as required
- Assist in upholding corporate communications policies, procedures and brand standards consistent with the communications strategy

What you will need:

- Graduation from a post-secondary program with formal courses in public relations, communications, marketing, or a related discipline .
- Six to twelve months related experience in the communications field, an asset.
- Above average oral and written communication skills along with strong interpersonal skills.

For a full outline of the responsibilities and requirements, please see below.

What we are offering

This is a **Temporary Full-time, up to 12 months** opportunity at the District. The compensation range for this role is **\$ 25.91 to \$ 30.50** per hour based on a 37.5-hour work week. The District is also proud to offer the following to our temporary employees:



The Next Step



If you have the necessary skills, experience and qualifications, and can support our vision and values (RISE: Respect and Integrity, Innovative Leadership, Synergy and Experiences), please review the “How to Apply” instructions on our website and then submit your application:

www.muskoka.on.ca/careers

This posting closes on Wednesday, March 22, 2023 @ 12:00 p.m.

Visit our [careers page](#) for other opportunities.

This position is being posted “Pending Council approval of budget”

Budget review by Council is scheduled for March 2023.

The District of Muskoka is an equal opportunity employer and values diversity in our workforce, encouraging applications from all qualified individuals

Our organization is committed to providing persons with disabilities with equal opportunities and standards of goods and services, and we are compliant with the Accessibility for Ontarians with Disabilities Act. If you require disability related accommodation to participate in the recruitment process, please advise the Human Resources department as soon as possible. Accommodation may be provided in all steps of the hiring process. Any questions regarding this posting should be directed to the Human Resources Department.



JOB DESCRIPTION

Corporate Communications Coordinator

Department:	Administration	Reports to:	Manager, Communications
Effective Date:	February 2021	Supersedes:	January 2020
Classification:	Non-union, Staff Class NU4A	Job Evaluation Date:	January 2020

SUMMARY:

Under the direction of the Communications Officer, the Corporate Communications Coordinator is responsible for providing administrative and coordination support to all aspects of the corporate communications program for the purpose of fostering and maintaining a positive image for the District.

MAJOR RESPONSIBILITIES (not limited to):

- Work alongside of the Manager, Communications and Communication Specialists to coordinate the creation and implementation of communication, media and public relations plans, key messages and materials.
- Provide administrative support to the team and coordinate scheduling for meetings including the coordination of training and public relations/media events as required
- Assist in upholding corporate communications policies, procedures and brand standards consistent with the communications strategy
- Maintain the departmental files and record keeping systems
- Aid in monitoring and updating the corporate digital media channels including website and intranet to ensure it is current, effective and compliant with District policies, public relations practices and accessibility standards.
- Collect, organize and maintain various types of data that will help inform communication strategies and processes
- Coordinate the administration of all District social media sites in collaboration with internal and external stakeholders.
- Assist in responding to public inquiries regarding a variety of District initiatives and activities (i.e. facilities, services, programs, special projects and events).
- Work safely and in compliance with relevant statutes and regulations and within the safe work procedures and directives as established by the District.
- Other related duties or special projects, as assigned.

EDUCATION, EXPERIENCE & QUALIFICATIONS:

- Graduation from a post-secondary program with formal courses in public relations, communications, marketing, or a related discipline
- Six to twelve months related experience in the communications field, an asset.
- Above average oral and written communication skills along with strong interpersonal skills.
- Above average organizational skills and attention to detail, skilled at anticipating needs
- Demonstrate flexibility and adaptability to contribute innovative and imaginative solutions to a wide variety of projects in different topic areas with varying timelines.
- Basic knowledge of print, graphic, social media and other digital media.
- Demonstrated ability to effectively utilize relevant software applications.
- Ability to work both independently and as a team member within multi-disciplinary working groups
- Ability to travel throughout Muskoka for work related events/ purposes.

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