

The District Municipality of Muskoka is currently recruiting for a Program Communications Specialist



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

As the Program Communication Specialist (PCS), you will be responsible for the coordination of communication for a wide array of communication projects and initiatives designed to strengthen and enhance programs within their functional area. The PCS is expected to have functional/ subject matter expertise but will be required to work cross-departmentally to support all communication needs of the corporation, ensuring that all appropriate departments and required stakeholder partners are involved in projects. The current opening will support the Integrated Watershed Management team.

What you will do:

- Assist the department senior management team and Corporate Communications with the development and implementation of communication strategies to strengthen and enhance the image, programs and services of the District.
- Plan and assist in developing communication and public relations plans, key messages and materials for various service and program lines across the corporation, anticipating and tracking the emergence of issues.
- Prepare reports, correspondence, presentations, and marketing initiatives, and engages in stakeholder relations activities in a professional manner.

What you will need:

- Graduation from a two (2) year post-secondary program with formal courses in Communications, Statistics, and Analysis and/ or analytical research
- Three (3) years of directly related experience in communications; related experience in a municipal government environment is considered an asset.
- Experience in website/social media communications and their related technological platforms.

For a full outline of the responsibilities and requirements, please review the job description by clicking [here](#).

What we are offering

This is a **temporary full-time** opportunity at the District for **up to five (5) months**. The annualized compensation range for this role is **\$64,795 - \$76,288**. The District is also proud to offer the following to our permanent 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 June 15, 2022 @ 12:00 NOON

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

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.