



Posting

Posting Date: Wednesday, February 5, 2020

Closing Date: Wednesday, February 19, 2020 @ 12:00 NOON

Wage: \$ 22.85 - \$26.91 per hour

Classification: Non-union, Staff Class NU3

The Administration department is currently looking for a:

Corporate Communications Coordinator **Temporary, Full-time – up to ten (10) months**

Under the direction of the Communications Officer, this role is responsible for supporting all aspects of corporate communications, media and public relations projects and programs, which may include; marketing, written and graphic communications, technology (web and social media platforms) and administrative support for the purpose of fostering and maintaining a positive image for the District. This job will work a 37.5-hour work week, Monday to Friday, with some flexibility to work outside these hours on occasion.

Responsibilities of the Corporate Communications Coordinator will include, but not be limited to:

- Work alongside the Communications Officer and department Communication Specialists to coordinate the creation and implementation of communication, media and public relations plans, key messages and materials.
- Assist in responding to public inquiries regarding a variety of District initiatives and activities (i.e. facilities, services, programs, special projects and events).
- Aid in monitoring and updating the corporate website and intranet to ensure it is current, effective and compliant with District policies, public relations practices and accessibility standards.
- Coordinate the administration of all District social media sites in collaboration with internal and external stakeholders; and
- Perform other related duties as assigned.

The skills, experience and qualifications we are seeking for this job include:

- 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.

We would expect that your strengths will include good oral and written communication skills along with strong interpersonal skills. The ideal candidate will be able to work both independently and as part of a multi-disciplinary team with demonstrated flexibility and adaptability to contribute innovative and imaginative solutions to a wide variety of projects. You will bring the ability to work various software applications and have broad knowledge of print, graphic, social media and other digital media.



If you have the necessary skills, experience and qualifications, and support our Vision and Values of RISE (Respect and Integrity, Innovative Leadership, Synergy and Experiences) please review the “**How to Apply**” instructions on our website and then submit your application.

[Watch our video](#) to learn more about working at the District!

The District Municipality of Muskoka is committed to meeting its obligations under the *Ontario Human Rights Code* and 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.