



## Employment Opportunity – Township of North Dundas

### **Communications Coordinator – Part-Time**

The Township of North Dundas is seeking a motivated, creative, enthusiastic individual for the position of Communications Coordinator. This position is responsible for the communication strategy for the Township including telling the story of North Dundas and ensuring a high level of communication with residents. Responsibilities also include attending community events with Council, taking photographs and preparing social media posts and news releases. The ideal candidate will ensure clear and effective communication to enhance public engagement and awareness of Township initiatives.

A full position description, including the skills and knowledge required follows below.

This is a part-time position (Monday-Thursday) for an average of 20 hours per week.

The hourly wage for this position is \$30.38/hour.

This is a flexible arrangement with the opportunity to work fully remote, other than the occasional on-site meeting.

To apply to become part of our team, please submit your resume and cover letter by 9am on March 3<sup>rd</sup>, 2025 to  
Kirsten Froats, Human Resources Coordinator  
Township of North Dundas  
636 St. Lawrence St., PO Box 489,  
Winchester, ON K0C 2K0  
Fax: 613-774-5699  
E-Mail: [careers@northdundas.com](mailto:careers@northdundas.com)

*The Township of North Dundas wishes to thank all applicants who apply, however, only those being selected for an interview will be contacted. The Township of North Dundas is an Equal Opportunity Employer. The Township will endeavour to accommodate qualified candidates in all parts of the hiring process. Applicants need to make their needs known in advance. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and will be used for employment assessment purposes only.*

**TOWNSHIP OF NORTH DUNDAS**  
*JOB DESCRIPTION*

<b>JOB TITLE:</b> Communications Coordinator	<b>LAST REVISION DATE:</b> January 31, 2025
<b>REPORTS TO:</b> Chief Administrative Officer	<b>Approved by:</b> Council
<b>WAGE LEVEL:</b> Hourly \$30.38	<b>EFFECTIVE DATE:</b> February 12 <sup>th</sup> , 2025

**Position Summary:**

The Communications Coordinator is responsible for a wide range of duties aimed at enhancing communication and engagement within the Township of North Dundas. This position involves developing and producing comprehensive communication strategies and initiatives, including managing the township's website and social media platforms. The Communications Coordinator is tasked with maintaining confidentiality and ensuring that key municipal and council goals and priorities are effectively communicated to the public. In addition, the position requires representing the township at local events alongside members of council and staff.

**Position Description:**

- Promote the Township of North Dundas within and outside the Township through promotional literature, press releases, the Township website and social media platforms etc.
- Attend meetings of various community and business groups as required, including evening and weekend meetings.
- Attend events as requested by Council or staff to take photos and draft associated press releases or content for Township website and social media (evening and weekends included)
- Coordinate and execute the municipality's communications program in collaboration with North Dundas directors, ensuring a cohesive and effective strategy that includes:
  - Responsible for drafting content for the Township website
  - Provide support to North Dundas departments in the development of communications and promotional material.
  - Take photos and prepare media releases, newspaper articles, speeches and presentations as required.
  - Responsible for Township Social Media program including, but not limited to Facebook, Instagram and YouTube.
- Attend and provide audio-visual and virtual meeting support for Council meetings as required.

- Undertake special projects and other duties as assigned

**Position Qualifications:**

- Post-secondary education in communications, marketing, business administration, public relations, economic development, or related discipline.
- 2 years of experience in marketing and/or communications including print material would be an asset.
- Experience in drafting news releases and published material preferred.
- Superior communication (oral and written) skills including the ability to draft, proofread, edit and author documentation.
- Proficiency in social media platforms, content management systems, and live-streaming tools (e.g., YouTube). Familiarity with graphic design software (e.g., Canva, Adobe Suite) is preferred.
- Organizational skills to work on a number of projects simultaneously and prioritize accordingly to complete tasks within appropriate time frames.
- Ability to develop, maintain and utilize a network of contacts to foster communication within the Township.
- Ability to work within the Township framework with Directors, fellow employees, outside agencies, and the public, with respect, diplomacy and confidentiality.
- Proficiency in working independently with minimal supervision.
- Good problem-solving skills and a commitment to confidentiality and professional ethics.
- Skill in troubleshooting and handling last-minute changes or unexpected challenges.
- Bilingualism would be considered an asset.

**Other Requirements:**

- A vehicle and valid driver's class G license are required for this position.
- Working hours will include attendance at meetings and events in the early morning or evening and on occasional weekends.
- Satisfactory criminal background check.

***The forgoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be all of the work requirements that may be inherent in this classification.***