
Employment Opportunity Available

Communications Officer Full-Time, Temporary Position

The Township of Springwater, located in the heart of Simcoe County, is a mixed urban/rural municipality with growing urban settlements and a prosperous agricultural sector. The Township is seeking a highly motivated, team oriented individual for the temporary position of **Communications Officer**.

Position Summary

Reporting to the Chief Administrative Officer, the Communications Officer is responsible for the development and implementation of internal and external corporate communication strategies, including correspondence, forms, publications, brochures, newsletters, media releases and public service announcements. The position works closely with the Mayor's office for the writing of media releases, messages to residents, and provides support to the Mayor, Council and senior staff with regards to the media and positioning the Township at public events. As a member of the Township's Emergency Control Group, you will act as the Emergency Information Officer and in the event of an emergency be responsible for providing accurate and complete information and monitor the information provided to the public for inaccuracies. The Communications Officer utilizes various tools, develops strategies, and deploys marketing tactics via the Township's website and social media feeds to ensure that messages are current and achieving objectives.

Qualifications and Experience

- Successful completion of a University Degree in Communications, Journalism, Public Administration or Political Science.
- Minimum of 5 years' related work experience, preferably in a municipal environment
- Excellent verbal and written communication skills are required to provide accurate, timely and complete information in a political and customer service environment.
- Strong interpersonal skills to respond to general inquiries and liaise with other departments and government agencies / officials on municipal related matters.
- Ability to coordinate multiple tasks, balance multiple demands and address tight timelines with frequent interruptions.
- Computer literacy in a Windows environment utilizing Microsoft Office applications; proficiency with Adobe Creative Suite's including InDesign, Illustrator, and Photoshop.
- Proven experience developing, preparing and editing content for the web
- Ability to demonstrate tact and discretion in handling matters of a confidential or politically sensitive nature is critical.

- Ability to work occasional hours beyond the normal work week, including evenings and weekends to accommodate deadlines, work projects or events
- Knowledge of and demonstrated understanding of the Township's core values of accountability, continuous improvement, ethics & integrity, recognition and teamwork
- A Valid Class G driver's license in good standing with a satisfactory driving record; travel between off site locations may be required.

Salary range: Level 6A - \$67,707.92 to \$76,474.91 (2018 rate) per annum based on a 35 hour work week.

Note: Please note that this is a temporary 13-month position to cover for a maternity leave with an anticipated start date beginning in early October 2018.

Note: All applicants are encouraged to provide a valid email address for communication purposes. Written correspondence pertaining to this recruitment may be sent to the email address provided. Applicants are responsible for ensuring that they check their email regularly.

Resumes will be accepted until **12:00 noon on Friday, July 20, 2018**. Resumes can be mailed, dropped off or emailed (Word or PDF format only) to the following:

Communications Officer Competition

Attn: Erin DeVreede, CHRL
Manager of Human Resources
Township of Springwater
2231 Nursery Rd.
Minesing, ON L9X 1A8
recruitment@springwater.ca

The Township thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the *Municipal Act* and is used to determine eligibility for potential employment.

Please contact the municipality for availability of accommodations for applicants with a disability.