



## Communications and Sustainability Officer

Competition # 2021-16

**Overview:** The Township of Georgian Bay is looking for a Communications and Sustainability Assistant to perform a variety of administrative duties to support the implementation and maintenance of the Strategic Plan, Economic Development Strategy, and the Corporation Communication Plan, through a Communications and Sustainable Development lens.

### **Duties include but are not limited to:**

- Conduct research to ensure that up to date demographics and community profiles are adequately representative of the communities in Georgian Bay.
- Utilizing existing strategies, maintain relationships with key community stakeholders such as local businesses, consultants, government representatives, and other community organizations/local bodies involved in promoting economic growth in the Municipality.
- Ensure a lens of sustainable solutions are included within all projects and communications.
- Provide administrative support with the execution of the Strategic Plan, Economic Development Strategy, the Corporate Communication Plan, and the Honey Harbour Waterfront Plan.
- Provide administrative and logistical support to Township sponsored events.
- Research available grants and prepare associated documentation to support the grant. Assist in the initial draft writing of grants as required.
- Promote internal and external communication strategies and practices through website and social media communications channels.
- Create content that supports small businesses, engagement with the public, events, milestones, community outreach, and stories of sustainable solutions within the Township.
- Design the creative flow and ease of use for the Township's website and platforms.
- Write and edit content for the web and communications pieces.
- Provide technical assistance with consistent branding to ensure the professional presentation of written documentation, advertising, and other promotional/marketing materials.

### **Knowledge/experience:**

- Post-secondary diploma or degree in economic development, communications, business administration, and/or marketing.
- Two (2) years of relevant experience.
- Demonstrated experience in writing and editing content on websites and social media.
- Excellent editorial, proofreading and verbal communication skills. Public speaking experience.
- Valid Ontario Drivers Licence and access to a personal vehicle for travel throughout the municipality.

**Wage rate:** \$54,527.20 (probationary rate) to \$70,106.40 per annum (step 4). The Township offers a competitive benefits and pension package.

**Hours of work:** 35 hours per week, Monday to Friday, with some evenings and weekends.

Interested individuals are asked to forward their resume and cover letter no later than **4:00**

**p.m. on October 13, 2021** to the Human Resources Department by **email**

[jobs@gbtownship.ca](mailto:jobs@gbtownship.ca)

The Township of Georgian Bay is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest in the Township of Georgian Bay; however, only those selected for an interview will be contacted. In accordance with the Municipal Freedom of Information and Privacy Protection Act, all information collected under the authority of the Municipal Act, 2001, will be used only during the selection process for the subject of posting.