



Job Posting

Economic Development and Marketing Coordinator

Type: Permanent Full-Time, Non-Union

Salary: \$54,091.25 to \$63,634.46 annually and a Competitive Benefits Package

Hours of work: 35 hours per week, Monday to Friday

Department: Administration Department

The Municipality of Trent Lakes is accepting applications for the position of Economic Development and Marketing Coordinator.

Qualifications:

- Degree in Communications, Public Relations, Economic Development, Marketing or a related field;
- Minimum three years of experience in communications and/or economic/tourism marketing in a public sector setting;
- Demonstrated experience with issues management and/or crisis communications;
- Demonstrated experience in media relations;
- Detailed understanding and proficiency in digital communications including email newsletters, social media use and technologies, and practical experience moderating social media and managing web content;
- Knowledge of the principles of community branding and identity, and graphic design;
- Knowledge of key tourism principles, practices, trends, research and regulations;
- Criminal Record Check and proof of COVID-19 vaccination required.

The full job description is available at <https://www.trentlakes.ca/careers-and-volunteering>.

Let us know why you would be an excellent team member by submitting your application.

Applications must be clearly marked "Economic Development and Marketing Coordinator" and will be received in confidence no later than 4:00 p.m., Monday, August 29, 2022. Please submit your resume to the Human Resources Coordinator, Municipality of Trent Lakes, 760 Peterborough County Road 36, Trent Lakes, Ontario K0M 1A0. E-mail submissions are acceptable at hr@trentlakes.ca.

We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.

Candidates are encouraged to inform of any accommodating requests so that they can be dealt with throughout the recruitment process. Personal information is collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and will be used only to evaluate the suitability of applicants for employment.