



Communications Assistant

The Town of Bradford West Gwillimbury offers a return to small town charm while being one of the country's fastest growing communities. We are a vibrant, thriving community that possess a sense of pride and where community spirit prevails. Our town is committed to being a complete and healthy community where there are opportunities for everyone to contribute and to benefit. We are looking for a highly motivated professional to contribute to the Office of the CAO.

Reporting to the Community Relations Officer, this position will assist in facilitating a coordinated, corporate-wide approach to communications and customer service excellence consistent with the strategic plan.

Duties and Responsibilities

- Prepares written content and designs graphics for social media, print and digital publications, and web.
- Supports the management of the Town's website and social media channels; develops and monitors content for accuracy, consistency, and writing style; and responds to resident inquiries.
- Assists with the coordination of the Town's presence at community-led events and activities.
- Researches and gathers information; prepares speaking notes, presentations, media releases, and news stories for publications.
- Proof reads and edits material for publication from other departments.
- Supports internal communications efforts including intranet, corporate messaging, newsletters, and more.
- Integrates the delivery of communications and customer services through various channels including telephone, counter, e-mail.

Key Competencies and Qualifications

- Post-Secondary degree in Communications, Public Relations, Journalism or related discipline.
- One (1) year related work experience in communications, with web and social media writing and content management skills required; design skills an asset.
- One (1) year of experience in communications or public relations with an emphasis on writing and editing, preferably in municipal government or public service environment would be an asset.
- Excellent and concise writing and editing skills with a high level of accuracy; strong proof-reading skills; and careful attention to detail.
- Proficient in Microsoft Office, Adobe Creative Suite, and Social Media applications.
- Excellent interpersonal, communications and customer services skills with the ability to exercise tact, diplomacy and good judgement at all times.
- Must be able to promote a culture of inclusiveness and work with a diverse population of employees, participants, agencies and the public.
- Availability to attend evening meetings and weekend events as required.

The position offers a salary range of \$41,882 to \$52,352 (2024 rates) based on a 35-hour workweek plus a competitive benefit package and an option for flexible work arrangements.

To explore these challenging opportunities further, we invite qualified applicants to visit the [current opportunities](#) section of the Towns career site. Candidates are invited to submit a portfolio showcasing written and design work. Closing date for this position is March 10, 2024.

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.