



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and cooperative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

**Job Title:** Temporary Full-Time Corporate Communications Officer - Up to Twelve (12) Months      **Posting Number:** 005437

**Department:** Office of the C.A.O.    **Branch:** Corporate Communications

**Location:** City Hall, Oshawa, ON.

**Posting Start Date:** 2025/07/18    **Posting End Date:** 2025/08/08 by 4:30p.m.

**Employment Group:** Exempt    **Salary Grade:** O- \$99,638 - \$117,220 per annum  
**Standard Weekly Hours of Work:** 36.25    **Shift Work Required:** No

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## **Job Description**

Reporting to the Director, Corporate Communications, or designate, develop, lead and implement strategic, integrated communication plans and community engagement initiatives that advance the City's image.

## **Responsibilities:**

- Preparing, implementing and evaluating communications plans and projects by identifying emerging issues, monitoring the online communications landscape and providing strategic communications recommendations
- Building effective internal and external relationships across the Corporation and with stakeholders
- Performing media relations duties, including media event planning, media crisis and issues communications, developing media materials, speaking notes and key messages, and building media relationships
- Monitoring and reporting on the effectiveness of communications programs and strategies

- Managing the City's corporate and community engagement websites and e-newsletters
- Implementing community relations and community engagement opportunities
- Attending community engagement events and other corporate events to capture content for social media and online channels and to support communication plans
- Supporting with the management of the social media calendar and developing social media content
- Providing graphic design services, including developing promotional materials, advertisements, newsletters and publications
- Developing and implementing timely communications during emergency situations, including in the Municipal Emergency Operations Centre
- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust
- Other duties as assigned

### **Requirements:**

- Knowledge and skills normally associated with completion of a university degree or college diploma in journalism, communications, marketing or a related discipline plus a minimum of five (5) years relevant experience, or the equivalent combination of education and experience, preferably in a government environment
- Excellent interpersonal skills to deal effectively and tactfully with a broad range of elected officials, staff, other professionals, external agencies, other levels of government, the general public and the media
- Advanced writing skills and demonstrated experience in writing for a variety of print and digital mediums
- Strong presentation skills to both small and large groups and in public situations
- Sound understanding of both proactive and reactive media relations and demonstrated experience working with the media
- Demonstrated experience managing community engagement initiatives, both online and in-person. IAP2 Professional Certification or Certificate in Public Participation is an asset
- Proven reasoning, research, analytical and problem-solving skills with the ability to think strategically
- Excellent project management and organizational skills with the ability to work under pressure with short deadlines
- Possess initiative and self-reliance with ability to work independently or as a team member
- Experience designing and editing digital and print publications
- Demonstrated experience using social media platforms, website content moderation systems and with graphic design software. Experience with community engagement platforms is an asset
- Must be willing to work after hours and on weekends, as required

- Possession and maintenance of a valid, unrestricted Ontario Driver's License, minimum Class "G" and access to a vehicle for transportation between worksites as required

This position is eligible for hybrid work.

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

**Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.**

Apply online: <https://oshawa.jobs.net/jobs>

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

City of Oshawa employees need to apply through the intranet (iConnect) in order to be considered as an internal candidate. All applicants are encouraged to provide a valid email address for communication purposes. Please ensure that you check your email regularly to receive any correspondence.

*The City of Oshawa is situated on lands and waters within the Williams Treaties Territory, home to seven First Nation communities of the Michi Saagiig and Chippewa Anishinaabeg, who have cared for and maintained these lands from time immemorial and continue to do so to present day. [Learn more](#)*

*We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.*

*The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact Human Resource Services. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*