The Municipality of Strathroy-Caradoc – Full-Time Job Opportunity

Communications Assistant

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

Strathroy-Caradoc… Urban Opportunity, Rural Hospitality.

The Municipality of Strathroy-Caradoc is currently accepting applications for a full-time permanent "Communications Assistant."

Position Summary:

The Communications Assistant assists with communications, marketing, and economic development initiatives for the Municipality, including providing support to content development, social media management, graphic design, and a wide range of communication services support.

Goal Statement:

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

Duties and Responsibilities:

- Assist in the preparation and delivery of internal and external communications plans, news releases, presentations, reports, and correspondence.
- Create, edit, format, revise, and proofread a wide range of communications.
- Draft content creation for communications, including social media content, featuring the Municipality's news, events, strategic initiatives, programs and services.
- Support the development of graphics, videos and photography for communication purposes.
- Assist in maintaining the communications calendar with scheduled media releases, advertising campaigns, publications, public relations activities, and events.
- Monitor the Municipality's website and social media channels have regular, quality content posted featuring news, events, strategic initiatives, programs and services.
- Identify and attend Municipal events to photograph and create communications in the absence of the Communications Coordinator.
- Prepare communication materials in compliance with AODA legislation and guidelines.

- Assist in the preparation of graphic designs, displays, promotions, photographs, and other related material as directed by the Director of Economic Development and Community Engagement or the Communications Coordinator.
- Provide graphic design and marketing support to ensure a cohesive look and feel for the Municipality across various social media channels, websites and printed communications.
- Research new and emerging communications and social media trends and make recommendations for improvements to current practices.
- Develop and maintain media contact lists for distribution of media releases.
- Provide logistical and communication support for public meetings, community events and community engagement activities.
- Perform other related duties as assigned.

Qualifications:

- 2-year post-secondary education in Communications, Public Relations, Marketing or other related field
- Minimum six (6) months experience in communications
- Familiar in all aspects of digital and social media, including social media analytics
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Teams), Adobe Product Suite (Photoshop, InDesign), and virtual meeting platforms
- Experience with Govstack an asset
- Knowledge of AODA document accessibility (Word, Adobe, Publisher and PowerPoint)
- Political awareness and ability to maintain confidentiality
- Verbal communication skills including courtesy, tact, discretion, judgment and presentation skills
- Excellent written communication (including research, writing, proof reading and editing), public relations, time management and organizational skills
- Demonstrated attention to detail and accuracy
- Ability to work effectively in an environment with multiple priorities and pressures, and minimal supervision
- Understands and works within the Occupational Health and Safety Act, Regulations, and Municipal policies and procedures
- Must have a valid class “G” Ontario Driver’s Licence with a satisfactory driver’s abstract
- A satisfactory Criminal Record Check prior to starting employment
- Must be legally authorized to work in Canada

Compensation:

Wage: Band 3 - $56,838.60 to $71,052.80 per year (2026 rates)
Benefits: Comprehensive benefits plan, including enrolment in the OMERS defined benefit pension plan.

Posting Type: New Vacancy

Closing Date: April 7, 2026 @ 12:00 PM

Only applications submitted through the Municipality's job board by the deadline noted above will be accepted.

We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.