



FULL-TIME MARKETING & COMMUNICATIONS SPECIALIST (COMPETITION NO.: ED-2026-03)



Posting Date:	October 20, 2026	Closing Date:	October 30, 2026
Department:	Economic Development	Hours per Week:	35 hours per week
Benefits Entitlement:	Yes	Existing Position:	Yes
Pension Entitlement:	Yes - Employer Matched Contributions	NOC:	11202
Salary Level 105:	\$82,379 - \$102,973 (2026)	Union:	Non-Union

Interviews are tentatively scheduled for November 13, 2026. Further details (including time and location) will be provided to candidates selected for interviews.

Position Summary

The Marketing and Communications Specialist is responsible for developing and implementing strategic communication and marketing initiatives that enhance the image, visibility, and reputation of the Timmins Economic Development department. An action and results oriented individual is needed to ensure consistent, accurate, and timely communication of departmental projects, initiatives, and brand identity to internal and external stakeholders. Duties include but are not limited to the following:

Duties

- Develop and execute strategic communications plans/campaigns that strengthen brand awareness, reputation and stakeholder engagement while aligning with organizational priorities.
- Lead media relations for the department, provide strategic messaging, and ensure consistent brand identity and communications across all external channels.
- Create and distribute communications materials, including news releases, Economic Insights, website content and social media ensuring it is professional, attractive, and appropriate to the target audience;
- Create, co-ordinate and maintain marketing, social media, digital advertising and promotional assets, while ensuring brand consistency, audience engagement and organizational visibility.
- Collaborate with internal teams and external partners to coordinate marketing initiatives and deliver projects on time and within approved budgets.
- Research and integrate emerging marketing and communications trends, tools and best practices
- Monitor, measure and report on the effectiveness of marketing and communications strategies
- Other administrative duties as required

Qualifications

- Minimum 3-year College diploma in Journalism, Communications, Marketing, Public Relations or a combination of education and experience acceptable to the employer. Economic Development training or certification would be a considerable asset.
- Proficiency with Microsoft Office, and Canva
- Web Content/social media experience
- Advanced writing and conversational skills in English, French considered an asset
- Ability to work independently, follow instructions and identify when to ask for support.
- Superior organizational and time management skills,
- Excellent interpersonal, public relations and customer service skills.
- Graphic design knowledge with the ability to design attractive graphic and physical presentations is considered as asset.
- A current and clear Criminal Record Check with Police Information Check is required.

How to Apply

To apply for this position, applications must be received by the Human Resources Department no later than **4:00 pm** on the closing date of **October 30, 2026.**

Via Email: human_resources@timmins.ca

The City of Timmins is committed to providing a safe and supportive workplace where diversity, equity and inclusion are at the core of how we conduct business. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations throughout the recruitment and selection process, in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act. We thank all applicants for their interest; however, only candidates under consideration will be contacted.

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[\(705\) 264-1331](tel:(705)264-1331)