



Township of
Leeds and the
Thousand Islands

Communications and Community Services Assistant Permanent Full-Time

Closing Date: September 28, 2022

The Township of Leeds and the Thousand Islands is seeking an individual to join our team in the full-time position of Communications and Community Services Assistant.

The Township of Leeds and the Thousand Islands (Township) is a vibrant, diverse community in Eastern Ontario. We have the world-renowned 1000 Islands and St. Lawrence Seaway along our southern boundary and the UNESCO-designated Rideau Canal on our north. We are conveniently located within hours of two of the largest metropolitan areas of Canada as well as the eastern seaboard of the USA. We have 9,500 permanent residents, thousands of seasonal residents, and welcome tens of thousands of visitors to our region every year. The Township offers its citizens a great lifestyle, with the perfect balance of heritage, culture, services, outdoor activities, and contemporary living.

POSITION SUMMARY AND QUALIFICATIONS

Reporting to the Director of Community and Business Services, the Communications and Community Services Assistant assists with the effective and proactive delivery of corporate and community communications, supports public relations and engagement activities, maintains social media content graphic design of printed materials, responds to public enquiries and other communications and public relations activities in alignment with strategic priorities. The incumbent will also be responsible for fostering positive working relationships with community groups, residents, and other stakeholders to provide assistance as it relates to community events, business supports and partnerships.

- Diploma in Communications, Public Relations, Journalism, Graphic Design, or related discipline.
- One to two (1-2) years related experience in a corporate communications role with specific experience in social media management, website administration, graphic design, photography and video production preferred.
- Knowledge of communication principles and best practices. Demonstrated experience writing press releases, conducting research, updating website content, and social media management.

- Knowledge of the role of local government and the context in which the municipality operates and the roles of Council and staff in this environment. Sound political sensitivity and judgement, along with a strong customer service focus.
- Excellent English language skills both verbal and written.
- Demonstrated ability to communicate strategically and in a manner that builds understanding and commitment.
- Possess a reasonable understanding of legislation pertaining to corporate/municipal communication and be prepared to vet information when uncertain.
- Excellent administrative, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members.
- Ability to multi-task, cope with interruptions and work under pressure to meet multiple deadlines, exercise discretion and good judgment particularly when handling highly confidential/sensitive information. Possess a high level of initiative and personal integrity.
- Proficient in Windows and Microsoft Office applications, social media platforms, graphic design software and office equipment.
- Valid Class "G" driver's license and access to a reliable vehicle to use for corporate business. Ability and willingness to travel within the community as required.
- Acceptable vulnerable sector criminal records check and driver's abstract as a continuing condition of employment.

The salary range for the position is \$26.59 to \$30.52 per hour commensurate with experience and qualifications. The Township offers a comprehensive benefits package and participation in the OMERS pension plan.

For more information and to view a detailed job description, please visit the [career section](#) of the Township's website.

Please electronically submit your covering letter and detailed resume in confidence to hrmanager@townshipleeds.on.ca by 4:00 p.m. on Wednesday, September 28, 2022.

Please quote "Competition No. 22-12" in the subject line of your email

The Township is an equal opportunity employer. We thank all candidates for their interest, however, only those selected for an interview will be contacted. Information collected will be handled in accordance with the Municipal Freedom of Information and Protection of Privacy Act. In accordance with the Accessibility for Ontarians with Disabilities Act (2005), accommodation will be provided upon request throughout the selection process.