



## Communications Assistant (Job # 2024-043-IE)

**Department:** Office of the CAO  
**Status:** Part Time, Temporary (up to 6 months)  
**Date Posted:** April 17, 2024  
**Date Closing:** **May 1, 2024, 4:30 p.m.**  
**Number of Positions:** 1  
**Scheduled Hours/Shifts:** Up to 30 hours  
**Salary:** \$18.90 - \$21.26 per hour  
**Flexible Working Arrangement:** Yes

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### WHY Stouffville:

Working for the Town of Stouffville means being a part of a tight knit workforce, where we foster a sense of belonging. The Town is dedicated to supporting employees by offering competitive wages, opportunity to participate in OMERS pension plan, complementary gym membership and access to our employee discount program.

Our all-star Corporate Communications team is seeking an energetic, go getter, who is well versed in digital marketing, analytics, social media, and content creation. The Town of Stouffville is growing quickly and so are the programs and events that we offer to our amazing residents. Within this role, you will have the opportunity to help enhance our exciting summer event line up! Working with employees across all levels and departments of our fast-paced organization, you will be emersed in rewarding projects, helping bring the residents of Stouffville the information they need to be more engaged within our community. Come join our team!

We are committed to being an equal opportunity employer, supportive of an inclusive, barrier-free recruitment and selection process and as we grow, it's important that our workforce reflect the citizens we serve. At the Town, we respect, encourage, and celebrate our diversity. If contacted for an employment opportunity, please advise if you require accommodation.

### Position Purpose:

The Communications Assistant will support the Communications team to develop internal and external communication deliverables. We are looking for a responsible, creative, and people-oriented student to assist with the preparation of press releases, newsletters, community engagement material, website copy, content creation, presentations, signs, and social media.

This position is ideal for a candidate who has completed, or is working towards, a certificate/diploma/degree in journalism, business administration, communications/PR or a related field.

Reporting to the Corporate Communications Supervisor, this position will assist in facilitating a coordinated, corporate-wide approach to communications and customer service excellence consistent with our strategic plan.

### Qualifications and Requirements:

- Demonstrated ability to be independent, a self-starter, and an innovative thinker
- Graphic design skills, with demonstrated ability to create materials for both digital and print media
- Strong copywriting skills, with demonstrated ability to writing and editing for a variety of media
- Proficient in Microsoft Office, Social Media applications, Canva or other graphic design software.
- Proficiency in Adobe Creative Suite (Photoshop, InDesign, Illustrator) an asset
- Ability to multitask, prioritize, and manage time efficiently



- Strong interpersonal communication skills and ability to work well with others.
- Demonstrate resourcefulness, ability to problem solve and plan effectively.
- Proficient in basic digital photography and video-recording skills an asset.
- Proofreads and edits material for publication from other departments.
- Availability to work the entire summer season an asset.

**How to apply:**

Please forward your resume in confidence by **May 1, 2024, at 4:30 p.m.**, identifying Job # 2024-043-IE in the subject line to [hr@townofws.ca](mailto:hr@townofws.ca).

Please save your resume in PDF version and save the document in the following format: *Full name, Position Title*.

**We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.**