



*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 Marketing & Communications Coordinator - Up to Twelve (12) Months

Posting Number: 005388

Department: Community & Operations Services

Branch: Recreation Services

Location: Arts Resource Centre

Posting Start Date: 2025/06/09

Posting End Date: 2025/06/18 by 4:30p.m.

Employment Group: CUPE 251

Salary Grade: 08, \$38.67 - \$42.96

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Supervisor, Business Planning and Communications, this position fulfils the responsibilities of the Business and Customer Services section as it relates to marketing and communications for Recreation Services' programs and services.

Responsibilities:

- Supporting Business and Customer Services Strategies and initiatives by developing marketing and communication materials
- Researching, analyzing, evaluating and implementing revenue generation opportunities
- Organizing and implementing branch program marketing and client communication initiatives
- Producing, editing and printing and marketing and advertising content
- Producing editing, and monitoring website, communications social media content
- Supporting other branch activities including supporting the budget process, corporate and community engagement, and policies and procedures

- Support and demonstrate the City of Oshawa core values of Authenticity, Courage, and Trust

Requirements:

- Knowledge and skills generally associated with the completion of a four (4) year degree in communications, public administration, marketing/public relations, business administration, or recreation and leisure studies along with four (4) years of progressive work experience in the marketing and communications field
- Excellent interpersonal skills to work effectively and tactfully with a broad range of staff, other professionals, external agencies, and the general public
- Advanced written and oral communication skills, as well as strong presentation skills to both small and large groups in public situations
- Excellent project management and organizational skills with the ability to work under pressure with short deadlines
- Demonstrated experience with marketing decisions on promotional materials, distribution, budget allocation, and public relations including target audience development, social media best practices, website management and online content development
- Advanced experience in designing, creating and editing reports, newsletters, brochures, advertisements and other print materials
- Advanced skills and experience using Microsoft Office and related software applications
- Demonstrated experience using relevant graphic design software applications (Adobe InDesign, Photoshop, Illustrator), website content moderation systems and social media. Experience in video production/editing and Premiere Pro/Final Cut is considered an asset

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.

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.

Apply online at: <https://oshawa.jobs.net/en-CA/search>. 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.