



CORPORATION OF THE TOWNSHIP OF GILLIES

JOB DESCRIPTION

Job Title:	Communications Administrator
Reports to:	Clerk/Treasurer
Salary Range:	\$17.50 per hour
Job Type:	Permanent – Part Time (15 hours per month) Flexible working hours and conditions (work from home and/or office)

Purpose of Position:

Under the direction of the Clerk/Treasurer the Communications Administrator is responsible for assisting with:

- Creating, writing and producing high quality communication newsletters.
- Creating, developing, producing and maintaining accurate and relevant content on the municipal website and on the social media platform(s).
- Creating, writing and producing internal signage, occasional mail out flyers, and other material as required from time to time.

Scope of Position:

- Works within the policies, procedures and priorities established by legislation, municipal by-laws, and council resolutions.
- Expected to work both independently and as a team member to perform the required duties.

Responsibilities under the direction of the Clerk/Treasurer:

1. Create, write and produce high quality communication newsletters.
2. Create, develop, produce and maintain accurate and relevant content on the municipal website and on the social media platform(s).
3. Create, write and produce internal signage, occasional mail out flyers, and other material as required from time to time.
4. Follow other directions and/or tasks as assigned by the Clerk/Treasurer.

Working Conditions:

- Office environment and/or home office environment.
- Work within a monthly deadline.
- Will be provided all the tools necessary to complete the tasks, such as a laptop with required software and office supplies.

Knowledge and Skills:

- Able to manage your own time and work within the hours provided to achieve the end results.
- Able to meet monthly deadlines.
- Proficient in Microsoft Publisher and able to learn new software.
- Detail orientated.
- Excellent verbal and written communication skills.

Conditions of Employment:

- Criminal records check.
- Proof of being fully vaccinated against COVID-19 unless a valid medical exemption applies.