



The Corporation of the Township of Gillies currently has one vacant position for a

Communications Administrator

Part-Time/Permanent

15 hours per month

Flexible working hours and conditions (work from home and/or office)

Salary: \$17.50 per hour

The Communications Administrator reports to the Clerk/Treasurer and is responsible in assisting with the municipal newsletter, website content, social media content, internal signage and occasional mail out flyers. The Communications Administrator works within the policies, procedures and priorities established by legislation, by-laws and resolutions, as well as accepted office management practices. The ideal candidate will be a self-starter, detail conscious, organized individual who has the ability to work independently and as a team member.

Duties of the Communications Administrator include, but are not limited to, assisting with the creation, development and production of a high-quality newsletter, website content/posting, social media content/posting, internal signage, occasional mail-outs and other material as required from time to time.

The successful candidate will be detail orientated, able to manage their own time, able to meet monthly deadlines, proficient in Microsoft Publisher and Word, able to learn new software, have excellent verbal and written communication skills and have relevant experience.

The successful candidate will be provided all the tools necessary to complete the tasks including a laptop with required software and office supplies.

Employment will be conditional on a criminal records check and proof of double vaccination.

All employees, regardless of role or location, are required to be fully vaccinated for COVID-19, unless the employee has a valid medical exemption. This condition of employment is effective for all employees, full or part-time, permanent or contract, whether working remotely or not.

A full job description is available online at www.gilliestownship.com.

All applications and enquiries will be treated in strict confidence. The personal information collected will be used solely for candidate selection in accordance with the Municipal Freedom and Protection of Privacy Act.

Gillies Township is an equal opportunity employer, we welcome diversity in the workplace and encourage applications from qualified candidates who reflect the diversity of the community we serve. Further, by the Ontario Human Rights and the *Accessibility for Ontarians with Disabilities Act*, accommodation requests will be considered throughout the hiring process. We encourage all qualified applicants to apply, however, only those selected through the recruitment process will be contacted for an interview.

Interested applicants are invited to submit a cover letter and resume via email to gilliesclerktreasurer@gmail.com by 11:59 pm Sunday April 10, 2022.