



Corporate Communications Administrator (Job # 2024-090-IE)

Department:	Office of the CAO
Status:	Full Time, Permanent
Date Posted:	December 16, 2024
Date Closing:	January 8, 2025, 4:00 p.m.
Number of Positions:	1
Scheduled Hours/Shifts:	35 hours per week
Salary:	\$58,762 - \$71,492 (2025 Rates)
Flexible Working Arrangements:	Yes

WHY Stouffville:

Working for the Town of Stouffville means being a part of one of HRD Canada's Best Places to Work. Here, we foster a sense of belonging as a tightknit workforce. The Town is dedicated to supporting its employees, by providing competitive compensation, OMERS Pension, employer funded benefits, paid vacation, sick time, EAP and flexible work arrangements, to help you prioritize what matters most.

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 immersed 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:

Reporting to the Communications Supervisor, the Communications Administrator supports the development and execution of the Town's communications initiatives. This role is responsible for assisting with content creation, monitoring digital platforms, and providing support to ensure the effective delivery of communication campaigns and materials. With a focus on operational excellence, this position ensures timely and high-quality content that resonates with our diverse community.

Qualifications and Requirements:

- Diploma or degree in Communications, Public Relations, Marketing, or a related field.
- 1-2 years of relevant experience in a communications support role.
- Familiarity with social media management, content creation, and analytics tools.
- Excellent editing and writing skills; required to be meticulous about accuracy and grammar with a sound understanding of writing for the web and engaging various online audiences. Advanced written and verbal communication skills in English;
- Strong interpersonal and communication skills (oral, written and listening skills);
- Demonstrated experience in either an agency or corporate environment with a specific focus on digital content creation, implementation and design for web, social media and other digital platforms;
- Demonstrated knowledge in the use of social media tools such as X, Facebook, LinkedIn and Instagram to promote business objectives and an understanding of digital marketing principals;

- Experience using and overseeing Content Management Systems and social media management platforms. Ability to learn and adopt to new systems quickly
- Knowledge of web analytics (preferably *Google Analytics*) and knowledge of producing and implementing web/social media strategies as well as familiarity with Search Engine Optimization and Performance (SEO, SEP);.
- Strong proficiency in Microsoft Office, Adobe Creative Suite (including Photoshop, InDesign and Acrobat), web management platforms, eNewsletter platforms, audio and video editing software and a variety of social media channels;
- Demonstrated ability to deal effectively and courteously with the public and officials at all levels, and to maintain confidentiality;
- Possess a keen eye for design and a very high level of quality control standards;
- Uses judgement and time management to prioritize workload and respond quickly to changing priorities. Must adapt quickly to a changing environment, political climate and emerging issues as determined by supervisor(s);

How to apply:

Please forward your resume in confidence by **January 8, 2025, at 4:00 p.m.**, identifying **Job # 2024-090-IE** in the subject line to 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.