

JOB DESCRIPTION

POSITION	Communications and Corporate Services Officer (1 Year Contract)
REPORTING TO	Director of Corporate Services / Treasurer
HOURS OF WORK	35 hours per week, as assigned
SALARY	\$ 75,899 to \$86,828
TYPE	Full-time, Temporary (July 2026 to August 2027)

Under the guidance and mentorship of the Director of Corporate Services/Treasurer, the Communications and Corporate Services Officer assists with communications materials and guidelines for the organization. The officer is responsible for producing effective municipal communications, both public-facing and internal. This position utilizes a wide range of communication tools to reach the appropriate audience and supports the corporation by applying communications procedures, strategies and best practices.

ROLES AND RESPONSIBILITIES

Content Creation and Standardization

- Write, proof-read and standardize written content and branded materials in both official languages.
- Research and information gathering.
- Organize content in a clear manner for the target audience.
- Write and proofread in English, translate and proofread in French.
- Produce visuals and graphics to support the message.
- Coordinate with the department involved for accuracy and dissemination needs.

Digital Content Management

- Upload approved and complete content online using a content management system.
- Update and manage content on the municipal website and social media channels for public consumption and internal knowledge.
- Ensure accessibility standards are met (alt text, accessible content/links, appropriate location, etc.).
- Simplify the message as a callout for social media, public notice, or advertisement.
- Convert graphics in various formats for the different channels.
- Follow-up with analytics and reports as needed.

Strategic Collaboration

- Attend and participate in meetings with the senior management team.
- Follow corporate plans and strategies, including public safety and emergency protocols.
- Assist with reports and documents for Council (Budget, Term Plan etc.).
- May need to assist with emergency communications (forest fire, extreme weather, pandemics, flooding etc.).

Communications Support

- Assist colleagues across the organization with communications solutions; share how-to's, templates and best practices.
- Answer questions (calls, emails, meetings) regarding communications materials, website architecture, or other service tools.
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Vendor and Media Relations

- Send published news and notices to media, and respond to media inquiries.
- Interact with hired vendors and print suppliers.
- Perform other related duties as assigned.

REQUIREMENT

- Post-secondary degree or diploma in a communication-related field (i.e., Communications, Journalism, Media Studies, Marketing, English, French).
- A minimum of 3-5 years of relevant work experience.
- Strong communicator with knowledge in the development, production and maintenance of communication tools for both internal and external stakeholders.
- Valid Class G Driver's License and access to a personal vehicle.
- Must have and maintain a clean criminal record and/or must be able to obtain and maintain required security clearances to work in all municipal facilities.
- Proficient in both official languages (written and oral).
- Computer literacy with particular emphasis on Adobe Creative Suite; web content management systems such as WordPress; Microsoft Word, Excel, and PowerPoint; and social media platforms such as Facebook, LinkedIn, Instagram, YouTube, etc.
- Strong knowledge of web and social media content management, including branding, key messaging, featured stories, and public engagement.
- Excellent writing, editing, and proofreading skills in a range of writing styles.
- Experience in digital and traditional media, with an ability to adapt in the evolving digital landscape.
- Dependable work ethic, self-starter, and ability to work independently.
- Ability to meet deadlines and to keep files organized.
- Proven team player with strong collaboration skills.
- Ability to engage professionally with diverse groups, including Directors, and Managers.
- Strong judgment, tact, creativity and problem-solving skills.
- Knowledge or experience in the public sector is considered an asset.

WORKING CONDITIONS

- Travel may be required.
- Ability to attend and assist with municipal presentations.
- Manual dexterity required to use desktop computers and peripherals.
- Overtime may be required.
- Lifting or moving up to 25lbs may be required.

Applications for this position will be accepted, in confidence, until **May 8, 2026 at 4 p.m.**

Applications should be addressed to: Sonal Brahmhatt, CHRP, HR/Payroll Coordinator
225 Holditch Street, Suite 101, Sturgeon Falls, ON P2B 1T1
E-mail: HR@westnipissing.ca

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

The Municipality of West Nipissing welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.