



# Township of St. Clair Administration

The Township of St. Clair is seeking a **Communications & Marketing Specialist** to join our team.

Working directly under the supervision of the CAO, this position is responsible for leading the development, delivery, and administration of the Township's corporate communications, marketing media relations and social media functions and activities. This position is also responsible for communications planning, corporate website and social media engagement, corporate advertising, branding and marketing, internal communications, public consultation, civic engagement and emergency communications information.

This position assists the Mayor, Council, Senior Management, and all Township staff with developing effective communications, and for developing and circulating regular communications internally and externally to communicate municipal news and services, sharing Council and municipal goals and priorities, and engage the public.

### **Education and Qualifications:**

Required qualifications and experience will include a diploma in communications, public relations, marketing or journalism and a minimum of three (3) years of practical experience in media relations and public communications **or** an equivalent combination of education, training and experience. Must possess a valid class G driver's license and the ability and willingness to travel within the community as required.

The preferred candidate will possess a general understanding of media relations, knowledge of the local media and how to use the media to advance the organization's goals and objectives as well as demonstrated experience in the design and development of promotional materials, communications products, and educational resources. The candidate is expected to have a thorough knowledge of MS Office applications (Word, Excel, PowerPoint, and Outlook), Adobe applications (Acrobat Professional, Photoshop, InDesign), graphics and publishing software, web and social media applications (Facebook, Instagram) and prior use and understanding of content management systems.

To thrive in this position, you must be able to work under pressure, multitasking on numerous high priority projects simultaneously and produce quality work under short deadlines. Must possess excellent organizational, verbal, and written communication and interpersonal skills with the proven ability to write succinct reports and prepare communications materials. Must also have a demonstrated ability to exercise political sensitivity, judgement, and discretion. A demonstrated competency in creating accessible documents in accordance with AODA standards and a good understanding of appropriate municipal and provincial legislation and regulation is required.

**Salary Range:** \$46.05 – 57.56/hour, based on a 35-hour work week. St. Clair Township offers a competitive benefits package and is a member of the OMERS pension plan. A fitness club membership is available to enjoy fitness and aquatics programming at the Moore Sports Complex.

**Candidates are invited to submit a resume in confidence clearly marked "Communications & Marketing Specialist" to [hr@stclairtownship.ca](mailto:hr@stclairtownship.ca) until March 6, 2026.**

We wish to thank all candidates who apply but must advise that only those candidates selected for an interview will be contacted.

The Township is committed to an inclusive, barrier free environment. Accommodations are available during all stages of the recruitment process in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. Please advise the Township's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

St. Clair Township values the diversity of the people it hires and serves. Diversity at our Corporation means fostering a workplace in which individual differences are recognized, appreciated, respected and responded to in ways that fully develop and utilize each person's talents and strengths.

Personal information submitted will be used for the sole purpose of this competition. It is collected under the authority of the Municipal Act and will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for employment purposes.