

*As Canada's fastest growing municipality (based on 2021 Census data), the Town of East Gwillimbury is located along Highway 404 in northern York Region and is as a premier center for growth within the GTA. We are proud of our award-winning focus on modernization, innovation, and creativity. Those joining Team EG will use that lens to help shape our growing community. As an Employee Recommended Workplace, employees enjoy a number of benefits including; competitive wages, employee assistance program, social and wellness committees, access to outdoor seating areas and numerous trails which allow you to enjoy the beauty of EG while at work. Come join our team and see the EG difference!*

Reporting to the Communications Officer, the Communications Student will deliver a broad range of communications activities for internal and external audiences.

**Responsibilities:**

- Update and draft content for the Town's communications channels, including the Town website and social media accounts;
- Prepare and distribute weekly eNewsletter;
- Help organize and attend events including Town run events, official openings, ribbon cutting ceremonies, etc., which may be conducted outside of normal working hours;
- Write and edit a variety of materials, including those prepared by staff in other departments;
- Participate on team projects and/or activities as assigned. Partner with various departments to enhance services and provide effective communications solutions.

**Qualifications:**

- Post-secondary degree/diploma in Communications or Public Relations
- Proficiency with design applications an asset
- Strategic thinker who can conceptualize easily, learn quickly and initiate new ideas
- Experience in producing quality communications products
- Experience with social media platforms and familiarity with digital and online media trends
- Self-motivated and well-organized with attention to detail

**Hourly Rate: \$18/hr**

If you're looking for a career that will enable you to contribute to a growing and inclusive community, please submit your resume and related information online at:

[ADP Workforce Now - Career Centre](#)

**Deadline for applications is June 23, 2022**

Please be advised that effective November 1, 2021, all staff (including full-time, part-time, seasonal, and contract) will be required to receive two doses of a Health Canada-approved COVID-19 vaccine.

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. The Town of East Gwillimbury is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#) and the Ontario Human Rights Code, the Town of East Gwillimbury will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. If selected to participate in the recruitment, selection and/or assessment process, please inform the Town's Human Resources staff of the nature of any accommodation(s) that you may require in respect of any materials or processes used to ensure your equal participation. In accordance with the *Municipal Freedom of Information & Protection of Personal Privacy Act*, personal information collected will only be used for candidate selection.