



Summer Student, Communications Assistant – Office of the Mayor (Job # 2022-060-E)

Department:	Office of the Mayor
Status:	Part Time, Temporary
Date Posted:	April 29, 2022
Date Closing:	May 13, 2022 4:230pm
Number of Positions:	1
Scheduled Hours/Shifts:	30 hours per week; Monday to Friday
Salary:	\$16.08-\$19.23
Flexible Working Arrangement:	Available as per policy

Position Purpose:

Reporting to the Mayor, this position will provide communications and social media support to the Mayor.

- Actively monitor the Mayor's Facebook, Twitter and Instagram accounts.
- Track comments and questions and respond on behalf of the Mayor (with supervision).
- Keep the Mayor and his Executive Assistant updated on community issues, concerns, etc.
- Develop and implement an action plan for growing page likes/account followers with ultimate goal of verification on all platforms.
- Create posting schedules.
- Work with Mayor's graphic designer on content creation.

Qualifications and Requirements:

- Ability to work independently.
- Basic knowledge of Facebook Insights & Twitter Analytics.
- Experience running Facebook Ad campaigns using the Facebook Ad Manager.
- Basic knowledge of Social Media Marketing tools such as HootSuite.
- Experience creating, planning, and posting social media content beyond personal profiles.
- Ability to put together attention grabbing creatives in collaboration with a graphic designer.
- Strong copywriting skills with high attention to detail.
- Able to take initiative.
- Excellent written communication skills.
- Knowledge of Whitchurch-Stouffville would be an asset but is not required.

How to apply:

Please forward your resume in confidence by **May 13, 2022 at 4:30 p.m.**, identifying **Job # 2022-060-E** in the subject line to hr@townofws.ca.

Committed to diversity and a barrier-free environment: Whitchurch-Stouffville is an equal opportunity employer committed to 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.

As a result of the COVID-19 pandemic and in support of the Town's commitment to a healthy and safe workplace, the Town has a vaccination requirement for all employees. Successful candidates will be made an offer of employment on the condition of being fully vaccinated against COVID-19. Fully vaccinated is defined as having received all of the required doses of a Health Canada approved vaccine 14 days prior to your start date.

Successful candidates will be asked to provide proof of full vaccination. In the event that that a candidate is unable to be vaccinated as a result of a ground protected by applicable provincial human rights legislation, the Candidate may submit a written explanation of the ground and any supporting documentation to determine if they are exempt from this requirement.

We thank all applicants for their interest in this position, however, only those applicants selected for an interview will be contacted.