

King is Hiring **Communications Specialist**

King Township is an idyllic countryside community of communities, proud of its rural, cultural, and agricultural heritage. We are respected for treasuring nature, encouraging a responsible economy, and celebrating our vibrant quality of life. As an organization, we are focused making life better in King, and enriching the lives of all those who live, work, and visit King Township by providing quality services and experiences.

Reporting to the Manager, Communications and Public Engagement, the Communications Specialist is responsible for the following:

- In consultation with the Manager, develops and executes targeted and strategic communication plans to generate awareness of Township news and initiatives, including opportunities for community engagement.
- Executes writing and editing assignments via the internal Communications & Marketing Request process to support communications plans for Township departments and elected officials.
- Develops original, high-quality content in Canadian Press Style (e.g., media releases, speaking notes, social media posts, newsletter articles, website copy, letters, scripts, messaging for advertisements and signage).
- Gathers background information and research, performs analysis and prepares communications materials as required.
- Develops and maintains a working relationship and liaison role with local reporters from radio, television and print media that report on municipal activities. Monitors media clippings; coordinates media interviews for the Mayor or designate; writes media briefs and media statements on corporate issues as required.
- Proactively monitors timely, trending and newsworthy issues affecting citizens and identifies opportunities for storytelling (including good news and public service/interest stories) and/or improved communication approaches to mitigate potential issues.
- Provides support for organizing and executing public relations events, including photography, as required.
- Attends in-camera Council meetings as required.
- Liaises and collaborates with Township staff and cross-functional teams and committees as needed and helps provide creative solutions to communication problems.
- Exchanges information and responds to inquiries from Council, all levels of staff, other governments/agencies, media, residents, community/special interest groups, businesses and other contacts on communications matters.
- Helps maintain the Township's website and online public engagement platform including but not limited to building and updating webpages, creating surveys, and reviewing/improving layout of content to ensure compliance with the *Accessibility for Ontarians with Disabilities Act* (AODA) standards.
- Regularly participates in professional development activities to remain abreast of trends. Reviews literature and keeps current with industry and communications best practices and trends.
- Handles highly sensitive and confidential communications information on corporate-wide initiatives and contentious issues.
- Assists Manager and Senior Leadership Team with tactical and strategic support on issues management and crisis communications with critical or urgent issues management, including advising on sensitive Labour relations messaging.
- Provides ongoing liaison to Council, CAO, HR Manager and the media on matters concerning labour-management relations as required.
- Member of the Emergency Operations Group, as required.
- Undertakes other duties as assigned which are consistent with the above job summary duties and are in accordance with the departmental and corporate objectives.
- Other duties and responsibilities as assigned.

The successful applicant will possess:

- University degree in marketing, communications, public relations, journalism or related field.
- Minimum of 4 years' experience in the communications field, preferably in a municipal environment.
- International Association of Business Communicators (IABC), International Association for Public Participation (IAP2) accreditation or Master of Communications is an asset.
- Excellent written and oral communication skills with experience writing for a diverse audience and working knowledge of Canadian Press Style.
- Advanced research skills.
- Strong problem-solving skills.
- Advanced administrative, analytical, organization, time management and project management skills.
- Proficiency in Microsoft Office.
- Expertise in writing content for social media channels (X, Facebook, Instagram and YouTube).
- Proficiency in website development tools (e.g., UpnUp) and familiarity with Accessibility for Ontarians with Disabilities Act (AODA) accessibility standards and best practices for web.
- Proficiency in public engagement software (e.g. EngagementHQ).
- Proficiency in email marketing software (e.g., Constant Contact).
- Experience using Adobe Creative Cloud with proficiency in InDesign an asset.
- Demonstrated experience and advanced interpersonal skills to communicate effectively and confidentiality on sensitive/complex and sometimes contentious issues.
- Demonstrated political awareness/acuity.
- Ability to exercise discretion, judgment and diplomacy and to maintain confidentiality.
- Ability to develop partnerships and alliances and establish positive and collaborative working relationships with all levels of staff, external organizations, general public, media, other government agencies and elected officials.
- Ability to provide advice in response to issues, initiatives and media relations.
- Working knowledge of municipal government, legislation and regulations.
- Class "G" driver's license in good standing with reliable vehicle for use on corporate business.
- Availability to work a flexible work schedule including unscheduled overtime and modified hours to accommodate social media monitoring and response, conferences, special events, meetings and to meet deadlines.

Conditions of Employment:

- Required to work under the general supervision of the Manager in an office environment involving mental and visual concentration with frequent interruptions.
- Work involves confidential matters relating to all aspects of the municipal corporation.
- Ability to make sound decisions, manage multiple projects, use good judgement and demonstrate good time management skills.
- Some overtime will be required.
- Strong verbal and written communication skills are required.
- Must be able to communicate in an efficient and pleasant manner with Council, the public and all levels of staff.
- Must be legally authorized to work in Canada.

Salary Range: \$83,865.60 - \$102,029.20 per annum



Qualified candidates are requested to forward their resume to hr@king.ca by **4:30 pm on September 5, 2025**
Or to Human Resources at 2585 King Road, King City, Ontario, L7B 1A1

Please visit www.king.ca for full job description.

We thank all applicants and advise that only those selected for an interview will be notified.

Personal information (PI) is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25 and will be used to facilitate the hiring and recruitment process. Personal information (PI) will be protected in accordance with Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). Questions about the collection of personal information (PI) should be directed to the Human Resources Department, 2585 King Road, King City, L7B 1A1 or (905) 833-5321.

We are an Equal Opportunity Employer. In accordance with the [Accessibility for Ontarians with Disabilities Act, 2005](#), the Integrated Accessibility Standards Regulation 191/11 (IASR), and the Ontario Human Rights Code, the Township of King 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 Township 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.