



Position Description

Communications Assistant (Summer Student)

Under the direction of the Manager, Communications, the Communications Assistant (Summer Student) will assist the Communications department with content creation and execution of communications campaigns. Throughout this role the student will have opportunity to learn by observing a busy communications department build strategic communications plans, key message development, and implement digital and traditional media tactics.

This position will require a high degree of confidentiality and discretion as the duties involve highly sensitive and personal matters.

The primary duties of this position include:

- Assist with website maintenance and updates.
- Assist with Social Media content development.
- Assist with event and community engagement support.
- Assist with graphic design and video content development.

Working Conditions:

- This position is a summer student position governed by the CUPE Local 25 collective agreement.
- Hours of work will be governed by the CUPE Local 25 collective agreement working 35 hours a week Monday to Friday and may include weekends and statutory holidays and the possibility of overtime.

The successful candidate will have the following:

- Currently in progress of completing post-secondary education in Communications, Public Relations, Marketing or a relevant discipline and must be returning to full time studies in fall of 2025.
- Experience with graphic design and video content development would be considered an asset.
- Excellent judgement; strong initiative and ability to work independently.
- Strict adherence to confidentiality and professionalism when dealing with difficult and sensitive situations.
- Excellent time management skills and a demonstrated ability to organize and prioritize multiple tasks and meet competing deadlines in a fast-paced environment.
- Exceptional oral and written communication skills.
- Strong computer skills including the Microsoft Office suite [Excel, PowerPoint, Word].

For a detailed list of the position responsibilities and required qualifications please refer to the position description at www.cobourg.ca/jobs. Interested applicants should forward a PDF copy of their cover letter and resume (one document) in confidence to the attention of the Human Resources Department at HumanResources@cobourg.ca. We thank all applicants however only those selected for an interview will receive a response.

In accordance with the Municipal Freedom of Information and Protection Privacy Act, the information gathered is collected pursuant to the Municipal Act, 2001, as amended. The Town of Cobourg is an equal opportunity employer that is committed to inclusive, barrier-free recruitment and selection processes. If contacted for an employment opportunity, please advise Human Resources if you require accommodation.