



Student Employment Opportunity
2025 Summer Student Communications and Web Coordinator
April 28 to August 29, 2025
\$17.40 to \$17.90 per hour (hours will vary up to 35 hours per week)
COMMUNITY SERVICES DEPARTMENT

The Township of Scugog is seeking a highly motivated and energetic individual to fill our Communications & Web Coordinator Student position. This position reports directly to the Communications & Engagement Associate and will be responsible for providing assistance with internal and public communications, web content management and public social media.

Reporting to the Recreation & Communications Associate, the incumbent will assist with Communications and IT projects including:

- Media tracking information
- Social media summer campaign and analytics
- Monthly Township newsletter
- Web content updates
- Communications Plan and implementation for IT Projects

The successful candidate will:

- Currently be enrolled in Communications, Public Relations, Web/Graphics, or related program, at a university or college
- Be returning to full time studies in the fall
- Hold a valid driver's license and have access to a reliable vehicle for business purposes
- Have computer application skills (Word, Excel, Adobe, would be an asset) and knowledge of Social Media channels (Facebook, X, Instagram)
- Demonstrate the ability to: communicate effectively both verbally and in writing; organize their workload; work independently; be flexible and able to work in a team environment.

NOTE: We thank all applicants and advise that only those selected for an interview will be contacted. Personal information will be used to determine eligibility for potential employment and is pursuant to the Municipal Freedom of Information and Protection of Privacy Act.

The Township of Scugog is an equal opportunity employer. In addition, accommodation will be provided in accordance with the Accessibility for Ontarians with Disabilities Act (AODA), please contact Human Resources.