



Position Title:	Communications Assistant	Department:	Corporate Services
Effective Date:	January 2026	Revised:	
Reports To:	Communications Officer	Status:	Part-time, permanent
Direct Reports:	None	Indirect Reports:	None

Position Summary / Main Purpose

Reporting to the Communications Officer, the Communications Assistant is responsible for assisting the Communication Officer with drafting, planning, coordination, and delivery of the Township of Tiny’s internal and external communications to increase public awareness regarding Council initiatives, services, programs, projects, and public events. The Communications Assistant requires comfort with working with all departments, including members of the Senior Leadership Team, Council, and external partners.

This position may require a flexible work schedule, including evenings and weekends on occasion.

Key Duties and Responsibilities

1. Communications (80%)

- 1.1. Drafts information and promotional materials for internal and external communication channels
- 1.2. Drafts website updates, intranet content, digital and print material, social media, LED Sign updates, and other messaging.
- 1.3. Writes creative pieces that engage staff through the Township’s intranet.
- 1.4. Assists with maintaining the Township’s mass communications software, Tiny Connect using Voyent Alert! program.
- 1.5. Attends Township events to assist with photography and videography.
- 1.6. Reviews various communication material for compliance with the Township’s brand and marketing guidelines.
- 1.7. Assist with designing surveys.
- 1.8. Assistance with executing community engagement initiatives.

2. Administrative (10%)

- 2.1. Assists with the organization and management of the Township’s database of photographs, images, videos, and graphics.

3. Research (10%)

- 3.1. Assists the Communications Department with market related research and the community current events and activities to stay abreast of changing needs and awareness.

Required to work in compliance with the Occupational Health and Safety Act and regulations and all related Township policies and procedures.

Perform other related duties, as assigned, that are in accordance with job responsibilities and/or necessary departmental or corporate objectives.

Percentages may vary dependent on time of year and assigned duties and projects.



Working Relationships

4. Inside the Corporation (80%)

4.1. Develop and maintain positive working relationships with various staff, Senior Leadership Team and Council.

5. Outside the Corporation (20%)

5.1. Develop and maintain positive working relationships with members of the public, including permanent and seasonal residents, visitors, local community groups, neighbouring municipalities, and regional government.

Education / Experience / Skills Training

9. General Experience

9.1. Post secondary education in Communications, Marketing, Public Relations, Graphic Design, or equivalent.

9.2. Experience with social media management, content creation, and an aptitude for graphic design considered an asset.

9.3. Excellent written and verbal communication skills, including thorough knowledge of business and technical writing, editing, and presentation skills.

9.4. Ability to maintain a high level of confidentiality and understands the seriousness and impact of any breach on the Township's reputation and operation.

9.5. Experience designing surveys and executing community engagement strategies is considered an asset.

9.6. Experience with website content management systems such as Drupal is considered an asset.

9.7. Knowledge of related software such as Microsoft Office, SharePoint, Hootsuite, Voyent Alert! (mass communications software), Canva, Adobe Creative Suite, and Survey Monkey are considered assets.

9.8. Strong understanding of or willingness to learn about the Accessibility for Ontarians with Disabilities Act (AODA).

9.9. Strong research and analytical skills.

9.10. Bilingualism in English and French considered an asset.

10. Licences and Certifications

10.1. Ontario Class G driver's licence and satisfactory Ontario driving abstract.

Outcomes of Error

- Work and planning documents are reviewed at various levels depending on the nature of the program/event/report.
- Errors in communications could lead to negative impacts, loss of good will or embarrassment to the Township.



Physical and Mental Demands

Physical Environment

- Job is performed inside in relatively comfortable surroundings.
- Work area can be noisy due to the proximity of other workstations and the active use of surrounding office equipment, impacting ability to concentrate at times.
- Little exposure to material hazards.
- May be exposed to difficult or demanding members of the public or media.
- Occasionally required to work outdoors in varying weather conditions at community or promotional events.

Physical Effort

- Job allows freedom of movement with periodic sitting, walking, standing and lifting light objects, such as small office equipment, paper or files.

Sensory Demands

- Moderate periods of visual and aural concentration are required throughout the day.

Mental Demand (Stress)

- Job is varied and requires meeting various deadlines while juggling tasks and priorities with interruptions.

Working Conditions

- Some flexibility is available with this position, with a consistent 15 hours per week commitment. Most work will be completed during the day Monday through Friday, with occasional evening/weekends required for meetings or special events.
- Consistently working to deadlines.

Confidentiality

- Exposed to limited confidential information on a semi-regular basis.

Health and Safety

- Required to work in compliance with the Occupational Health and Safety Act and regulations and all related Township policies and procedures.

Review

Supervisor: Communications Officer

Date: January, 2026