

<b>JOB TITLE</b>	<b>COMMUNICATIONS ASSISTANT</b>
<b>Recruitment Ref #</b>	<b>UN-TEMP-CF501</b>
<b>Location</b>	Marketing Department (Civic Centre Resource Library-Administration Office)
<b>Salary Range</b>	\$31.65 per hour
<b>Duration</b>	From February 2021 for a period of approximately 9 months

<b>Hours</b>	35 hours per week as scheduled.
<b>Responsibilities</b>	The Communications Assistant is responsible for developing, monitoring and updating VPL's communication plan, participating in the research, development and implementation of internal and external communication, social media and communication initiatives for Vaughan Public Libraries. Ensures operational effectiveness through continuous improvement and participates fully as a member of the Vaughan Public Libraries team. Actively supports Vaughan Public Libraries' Mission, Vision and Corporate Values.
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Post-secondary degree or diploma in marketing and communications or a related field.</li> <li>• Excellent verbal and written communication skills.</li> <li>• Minimum two years work-related experience in a communications environment.</li> <li>• Demonstrable skills and significant workplace experience in media relations and professional writing.</li> <li>• Working experience with MS Office, PHP, Google Analytics, social media platforms and other tools relevant to the role.</li> <li>• Effective communication, organizational, time management and problem-solving skills.</li> <li>• Proven ability to work independently and as part of a team.</li> <li>• Flexible and available to work irregular hours including evenings and weekends as required.</li> <li>• Public library experience is an asset.</li> </ul>
<b>How to Apply</b>	Applicants for this position must submit an up-to-date resume, accompanied by a covering letter stating the position and Recruitment Reference #UN-TEMP-CF501. Incomplete submissions will not be accepted. Applications should be addressed to: Christine Fiorini, Executive Manager of Staff Engagement, Recruitment Office, Vaughan Public Libraries, 2191 Major Mackenzie Drive, Vaughan, Ontario L6A 4W2. Submissions are accepted either by mail or by email at: <a href="mailto:vpljobs@vaughan.ca">vpljobs@vaughan.ca</a> .
<b>Closing Date of Posting</b>	<b>NO LATER THAN TUESDAY, JANUARY 26, 2021</b>
<b>For Further Information</b>	Contact Robert Symes, Manager of Marketing & Communications at 905-653-7323, extension 4608 <a href="mailto:robert.symes@vaughan.ca">robert.symes@vaughan.ca</a> .
<b>Other</b>	In order to qualify for permanent employment within any department or service location with the Vaughan Public Library Board, an applicant must not be related to any member of staff of that department or service location.  Vaughan Public Libraries is committed to providing accommodations for people with disabilities. If you require an accommodation, we will work with you to meet your needs.