



Employment Opportunity Communications Coordinator, Recreation & Community Services

Temporary, until December 31, 2026, with the possibility of extension

The Town of Holyrood is seeking an enthusiastic, creative, organized, and community-minded individual to join the Recreation & Community Services Department as a Communications Coordinator. Reporting to the Director of Recreation & Community Services, the Communications Coordinator will play a key role in developing and delivering the Town's day-to-day communications, with a primary focus on digital communications, social media, website content, and public notice. The successful candidate will help ensure that residents receive timely, accurate, and accessible information about Town programs, services, and events. While communications is the primary focus of the position, the successful candidate will also play an active, hands-on role in the planning and delivery of Town events and activities.

Key Responsibilities

- Develop engaging content for the Town's social media channels, including Facebook and other platforms as required.
- Develop content calendars and assist with planning the Town's digital communications and promotional campaigns.
- Monitor social media channels and assist with responding to or directing public inquiries.
- Develop engaging and timely content that highlights the Town, its programs, facilities, events, residents, volunteers, and community initiatives.
- Create, edit, and publish website content.
- Develop and issue Voyent Alert notifications for municipal notices, service interruptions, emergency situations, and other time-sensitive communications.
- Develop flyers, newsletters, advertisements, and other printed promotional materials.
- Provide hands-on, onsite support for Town events, festivals, recreation programs, community activities, and special initiatives.
- Work alongside the Director of Recreation & Community Services in the planning, setup, execution, and teardown of events and activities.
- Be available to work evenings, weekends, holidays, and extended hours as required to support Town events and activities.

Qualifications & Experience

- Post-secondary education in communications, marketing, recreation, business, or a related field; equivalent education and experience may be considered.
- Strong written and verbal communication skills.
- Strong attention to detail and the ability to ensure information is accurate before publication.
- Experience working in a municipal, public-sector, recreation, community, or non-profit environment would be considered an asset.
- Knowledge of social media platforms, website content management systems, graphic design tools, and digital communications platforms would be considered an asset.
- The ability to work independently while also collaborating effectively with municipal staff, community organizations, residents, and external partners.
- A valid Class 5 driver's licence would be considered an asset.

Salary

The position offers a salary of \$20.00 per hour, based on 35 hours per week. This is a temporary position until December 31, 2026, with the possibility of an extension.

Application

Interested applicants should forward cover letter and resume outlining qualifications, experience, certificates, and two professional references via email to info@holyrood.ca with subject line "Application: Communications Coordinator" on or before 4:00 p.m. Tuesday, September 15, 2026.