

EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER POSTING #2026-02 COMMUNICATIONS & COMMUNITY ENGAGEMENT COORDINATOR

The Town of Hanover is recruiting a dynamic, creative professional who thrives on collaboration and connection to join our team in the position of Communications & Community Engagement Coordinator.

Position Summary

The Communications & Community Engagement Coordinator is a new position that is responsible for supporting the municipality's brand, public relations and outreach efforts by developing and distributing clear, consistent, and engaging communications across various internal and external platforms. This includes internal and external communications, websites, social media, and other corporate publications, ensuring consistency of the corporate brand and image, as well as planning and implementing various community engagement initiatives and events.

A comprehensive position description detailing the role and responsibilities is enclosed.

Knowledge, Skills, Experience & Certifications

- Post-secondary education focused on communications, graphic design, public relations, marketing and/or similar.
- Three (3) years related work experience in corporate communications or media relations, preferably in a municipal or public sector environment.
- Knowledge of all applicable federal, provincial, and local legislation governing communications.
- Superior written, oral, and interpersonal communication skills, including proficient expertise in accessible graphic design, digital and written content creation, and English grammar.
- Demonstrated ability to communicate strategically to build understanding, trust and commitment.
- Well-developed sense of diplomacy, tact, and cultural sensitivity to engage effectively with diverse internal and external audiences.
- Proficient analytical, time-management and organizational skills with ability to respond, exercise sound judgement, and adapt quickly in a dynamic, fast-paced environment.
- Political acuity with effective ability to build credibility and develop meaningful relationships internally and externally.
- Demonstrated discretion, confidentiality, and sound judgment in handling sensitive information and situations.
- Computer proficiency, including MS Office 365, Adobe Suite, Canva, CMS, social media platforms, and graphic design, with ability to learn new programs quickly.
- Experience in emergency management communications and familiarity with municipal government structures, processes and operations is an asset.
- Valid Ontario Class "G" driver's license in good standing, with access to a reliable vehicle to use on corporate business. Must be willing and able to travel within the community.
- Criminal Record, Judicial Matters and Vulnerable Sector Check satisfactory to the Town.

Posting #2026-02
Issued: January 7, 2026
Internal & External



**EMPLOYMENT OPPORTUNITY – CORPORATION OF THE TOWN OF HANOVER
POSTING #2026-02 COMMUNICATIONS & COMMUNITY ENGAGEMENT COORDINATOR**

Compensation and Benefits

The Town of Hanover offers a comprehensive compensation, pension, benefits and wellness package. Anticipated salary range is \$55,783.00 to \$64,864.80 based on a 35 hour work week.

Application Instructions

Qualified applicants are invited to submit a cover letter and resume quoting Posting #2026-02 by email, mail, or in person by 4:00pm on Friday, January 23, 2026 to:

**Town of Hanover
341 10th Street, Hanover ON N4N 1P5
t 519.364.2780 | f 519.364.6456
hr@hanover.ca**

The Town of Hanover is an equal opportunity employer that values diversity. Accommodations are available throughout the recruitment process. Applicants must self-identify and make their accessibility needs known in advance. We thank all applicants for their interest; however, only those individuals selected for an interview will be contacted. Information is collected solely for the purpose of job selection under the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Job Description

Prepared: January 2026
Reviewed By: CAO

Position Title:	Communications & Community Engagement Coordinator
Department:	Administration
Reports To:	Economic Development Manager
Supervises:	Directly: None Indirectly: None
Position Status:	Full-time
Location:	Civic Centre, 341 10 th Street
Pay Method:	Salary based on established hourly rate
Normal Work Week:	35 hours per week
Management Status:	Non-management; Non-supervisory
Remote Work Eligibility:	Occasional

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Duties and Responsibilities

Operations

- a) Responsible for the corporate visual identity and brand.
- b) Develops communication strategies that align with corporate goals to engage the public and audiences across traditional and new media (print, radio, direct (e)mail, web, signage), increase brand identity and trust, and maintain positive relationships with media contacts.
- c) Prepares and maintains the corporate communications plan and schedule ensuring integration of proactive messaging.

- d) Maintains and coordinates corporate website and social media channels, including developing social media content (images, copy and promotions). Monitors municipal news, online traffic, comments and flags items for management's consideration. Works with staff and website vendor to maintain and update corporate website in compliance with AODA standards.
- e) Prepares and designs corporate and departmental marketing and information including but not limited to presentations, posters, flyers, publications, reports, plans, templates, advertisements, newsletters, bookmarks, certificates, surveys etc. for publication, public notice, survey or mail delivery.
- f) Prepares and reviews content for speeches, articles, annual report documents and media releases, as well as acquiring the relevant background information.
- g) Maintains the corporate intranet site.
- h) Coordinates or creates corporate videography and photography.
- i) Performs regular media scans, identifies and advises supervisor and CAO of emerging issues.
- j) Seeks, monitors, evaluates and analyses communications statistical data and the effectiveness of communications activities.
- k) Assists with the distribution of emergency information to the public through various media platforms.
- l) Assists with creating communications standards and providing training, support and coaching to members of council and staff.
- m) Works with a wide range of project consultants, in any corporate department, to understand communications opportunities and project communications and public consultations to reflect the corporate and community brand, vision, and values.
- n) Plans and implements community engagement, sponsorship initiatives and special events including but not limited to Music in the Square, Mayor's Breakfast for Business, display booths, and Community Connections. Assists with large corporate led community events such as Culture Days, Canada Day, Earth Day, Family Day, Homecoming, etc.
- o) Assists with corporate economic development initiatives and regional partnerships.
- p) Supports research and preparation of grant applications and a variety of written reports and documents.

- q) Assists with and provides input to the development of communications related policies and procedures.

Human Resources

- a) Champions the corporate mission and values departmentally and corporately.

Spending, Budgets & Internal Control

- a) Assists with preparing communications financial projections for budget development, and monitors the applicable budget throughout the year.
- b) Maintains strict confidentiality in handling sensitive corporate information, communications, and public inquiries, exercising discretion and sound judgment at all times.

Health & Safety

- a) Conducts all functions and responsibilities in accordance with Occupational Health & Safety Act (OHSA) requirements as they apply to employees. Implements and abides by all legislative provisions and municipal policies, procedures and guidelines to promote a safe and compliant work environment.

Other

- a) Performs all other duties and responsibilities as assigned.

Education, Skills and Experience

Education/Training/Certifications/Licences:

- Post-secondary education focused on communications, graphic design, public relations, marketing and/or similar.

Experience:

- Three (3) years related work experience in corporate communications or media relations, preferably in a municipal or public sector environment.

Skills and Abilities:

- Knowledge of all applicable federal, provincial, and local legislation governing communications.
- Superior written, oral, and interpersonal communication skills, including proficient expertise in accessible graphic design, digital and written content creation, and English grammar.
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Physical Demands and Working Conditions

- Work is typically performed in a standard office setting and requires extensive computer work, concentration and sitting. Work in various community settings is also required.
- Performs physical tasks including lifting, carrying and transporting materials, and setting up and taking down events, displays, and equipment.
- Incumbent is required to monitor complaints from the public on a regular basis and on occasion may deal with people who are irate.
- Work is subject to frequent demands, interruptions and shifting priorities.
- Incumbent is required to work flexible hours, including occasional evenings, weekends, and/or overtime to support meetings community engagement activities, emergency situations, and/or other corporate needs which may arise.

Contacts

Internal: Economic Development Manager (daily)
Administrative & Clerical staff (daily)
CAO (weekly)
Management Team(weekly)
Mayor and Council (weekly)

External: General Public
Community Organization Representatives
Regional Organizations and Networks

Public Relations: Media

Review

Department Head:		Date:
Human Resources:		Date:

Approval

CAO:		Date:
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