



Employment Opportunity
Township of McNab/Braeside
Economic Development & Communications Coordinator
(Full Time, Permanent)

The Township of McNab/Braeside is seeking a motivated, strategic, and community-minded Economic Development & Communications Coordinator to join our team.

Reporting to the CAO/Deputy Clerk, the Economic Development & Communications Coordinator is responsible for advancing the Township's economic vitality, tourism profile, and community engagement. This position leverages recreation, events, tourism assets, and community partnerships to strengthen local business activity, promote the Township as a premier place to live, work, and visit, and ensure consistent, accurate, and engaging corporate communications with residents, businesses, and stakeholders.

Key Responsibilities

- Acts as the initial point of contact and liaison for local businesses, entrepreneurs, and prospective sponsors.
- Coordinates municipal corporate communications, manages website content, and develops social media campaigns under the direction of the CAO/Deputy Clerk.
- Develops marketing strategies to promote Township recreation assets, festivals, parks, trails, and community events as economic and tourism drivers.
- Assists with business retention and expansion initiatives, grant research, applications, and performance reporting.
- Prepares reports, briefing notes, presentations, news releases, and annual communications calendars for management and Council.
- Collaborates with municipal departments, external regional tourism groups, and provides functional direction to event volunteers.
- Manages, tracks, and monitors approved project budgets, including marketing, advertising, sponsorships, and event support.

Qualifications

The successful candidate will possess:

- Post-secondary education in Economic Development, Communications, Marketing, Business Administration, Tourism, Public Administration, or a related field.
- Minimum of two (2) to four (4) years of relevant experience in economic development, marketing, communications, tourism, or municipal/public-sector work.

- Strong technical proficiency with Microsoft Office, website content management systems (CMS), and corporate social media platforms.
- Exceptional written and verbal communication skills with a proven ability to craft clear, engaging promotional and public-facing informational materials.
- High organizational skills and strong adaptability to independently manage competing priorities and time-sensitive requests amidst frequent office interruptions.
- Valid driver's license and access to a reliable vehicle for regular regional meetings, events, and site visits.
- Flexibility to regularly work adjusted hours, including evenings and weekends, to support scheduled council meetings, community initiatives, and festivals.

Compensation:

Annual Salary: \$58,454.79-\$67,967.63 per annum.

The Township offers a comprehensive benefits package and OMERS pension plan.

Application Deadline: Friday, August 14, 2026 at 2:00 p.m.

Qualified candidates are invited to submit a cover letter and resume quoting "Economic Development & Communications Coordinator" to: jobs@mcnabbraeside.com

A complete job description is available by visiting www.mcnabbraeside.com.

We thank all candidates in advance, however, only those selected for an interview will be contacted. Personal information is collected pursuant to the Municipal Act, 2001 and will be retained under the Municipal Freedom of Information and Protection of Privacy Act and shall only be used for candidate selection purposes and determining eligibility for employment. The Township of McNab/Braeside is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). Accommodations are available upon request for candidates participating in all aspects of the recruitment process.