Associate for Engagement and Communications (Departmental Communications Advisor)

Posted by York Region

Posting Date : 26-Feb-2026

Closing Date : 25-Aug-2026

Location : Newmarket

Salary : $$48.82-$53.06 Per Hour

Job Requirements

- **Education**: Bachelor's
- **Language**: English
- **Years of Experience**: 1 year
- **Vacancy**: 2
- **Job Type**: Full Time
- **Job ID**: DISJ5256612

Job Description:

Status of the full job description
Temporary Full-Time
Temporary: The approximate duration of the task, measured in months
Twenty
Position Type for a Replacement
Start Date and Salary
Every hour
Pay Range: $48.82 to $53.06 Department: York Region -> Community & Health Services -> Strategies and Partnerships
Where
Opportunities for hybrid employment may be available at the CA Strategies & Partnerships Branch, located at 17150 Yonge Street, Newmarket, ON L3Y 8V3 CA (Primary).
Description of the Job (E): About Us

York Region is home to almost 1.2 million people, making it one of Canada's biggest and fastest-growing areas. By 2041, its population is predicted to reach over 2 million. With nine distinct municipalities and an area of over 1,800 square kilometers, our landscape is as stunning, fascinating, and varied as our people. There are two levels of local government, and we collaborate with our local municipalities to provide a wide range of services and resources to citizens and companies.

WHAT WE PROVIDE

We provide a collaborative, forward-thinking workplace that takes pride in our organizational culture and is dedicated to living the 13+ Factors of Psychological Health and Safety in the Workplace, which is in line with our vision to build strong, compassionate, and safe communities both inside and outside our walls. Forbes has named us one of Canada's Best Employers on a regular basis.

Defined Benefit Pension Plan: You may rest easy knowing that you will have a steady income in retirement with the Ontario Municipality Employees Retirement System's (OMERS) defined benefit pension plan. Eligibility, which includes employer-matched payments, begins on the day of hiring as a full-time worker.
Employer of Choice: Ranked fourth out of 300 firms and the highest-ranking government employer in Canada.
Benefits and Wellness: An employee health care spending account, a round-the-clock Employee and Family Assistance Program, corporate discounts, and purchasing plans for regular goods and services are all available to workers and their families. Payment in lieu of benefits and/or vacation time is available to casual workers.
Diverse and Inclusive Workforce: We are dedicated to creating an atmosphere that values diversity in all its forms and guarantees that everyone may reach their full potential, engage freely in society, and live with dignity and respect and without facing prejudice. The United Nations and several other organizations have acknowledged our leadership in the Inclusion, Diversity, Equity, and Accessibility initiative, which is still expanding.
Concerning the role

Developing, planning, implementing, and advising department clients on strategic communication and engagement; offering project leadership advice and communication and engagement best practices to department senior management, project teams, and interested groups; overseeing the creation of briefings, communications, and presentations on behalf of

department management; creating communication and engagement guidance documents for staff; supporting the department's media relations, issues management, public engagement, and outreach efforts in collaboration with Corporate Communications; and supporting corporate-wide initiatives, programs, special projects, and communications.

WHAT WILL YOU DO?

gives client organizations advice on engagement, media relations, problem management, and outreach and engagement tactics and strategies, as well as communications (including social marketing).
oversees the creation and execution of strategic, audience-specific communication and engagement campaigns, events, and techniques that are intended to raise public awareness, facilitate information exchange and outreach, and improve the department's program and service delivery.
proactively monitors and assesses the development of communications and engagement strategies in order to spot areas for ongoing improvement, suggests and executes ideas and/or plans of action, and offers tactical and strategic departmental communication and engagement guidance.
carries out research on best practices as instructed in order to facilitate involvement and successful communication.
In collaboration with management, drafts, evaluates, edits, and arranges approvals of communications and engagement products, including but not limited to brochures, pamphlets, articles, and newsletters, with the goal of giving residents and interested parties clear and consistent messages and information.
looks up background information on different laws, regulations, and initiatives as needed.
helps the department address citizens' and other interested parties' questions directly and assist in resolving issues via consultation, education, and information sharing.
represents the department in meetings with interested parties and is in charge of making sure that representation complies with regional and departmental strategic aims.
makes certain that the services offered adhere to regional standards for customer service.
engages in and contributes to committees, work groups, task forces, outreach, events, and special initiatives as needed.
keeps up technical and professional knowledge by reading related publications and participating in training, conferences, and seminars as needed.
carries out additional tasks as allocated in line with departmental, branch, and company objectives.
WHAT WE ARE SEEKING

A university degree in public relations, communications, journalism, public policy, and administration, or a similar discipline, or an authorized comparable combination of education and experience, must be successfully completed.
A minimum of three (3) years of expertise in executive-level communications and engagement assistance and guidance, as well as the creation and implementation of strategic communications and/or engagement initiatives.
solid understanding of communication and engagement theory and techniques, including outreach best practices, problem management, and strategic communications.
Excellent writing, editing, and presentation abilities using the Canadian Press Style Guide and best practices for simple language.
proven ability to manage many initiatives, cultivate cooperative and collaborative working relationships, and overcome change and hardship.

experience handling private information and using sound judgment and prudence while handling private and politically sensitive issues.
Date of Council Approval
Weekly Scheduled Hours
35
Planned Shifts
Working Hours
Date of Closure
March 2, 2026: The number of hires required
Union CUPEE Local 4900, 1
Please submit your online application by 5:00 PM EST on the aforementioned closing date.

All job openings are listed on a 24-hour career line, which may be reached by calling 1-877-464-9675, extension 75508. We appreciate your interest, but we will only get in touch with individuals who are chosen for an interview. Please be aware that York Region does not employ artificial intelligence (AI) in any aspect of the hiring process and instead communicates with applicants primarily via email. Please make sure your email address is current, regularly checked (including your spam folder), and able to receive communications from people you don't know.

York Region is dedicated to an inclusive, barrier-free hiring and selection process as an equal opportunity employer. In order to create a skilled workforce that represents the community we serve, we value, promote, and celebrate our diversity. Please contact careers@york.ca or call 1-877-464-9675, extension 75506, if you need any accommodations under the Human Rights Code throughout the hiring and selection process, such as accessible formats and communication assistance. During the hiring process and during employment, accommodations for candidates with disabilities are provided upon request.

To apply for this job vacancy, please send your resume along with a cover letter and a refrence letter from your previous employer to the following email: careers@york.ca

Posted on Disabled job Portal