



**Requires a Special Events and Communications Coordinator**  
*(Contract Position)*

Nestled between the stunning Niagara Escarpment and the crystal-clear waters of Georgian Bay, Georgian Bluffs is home to approximately 11,000 residents. Our Township offers an exceptional quality of life—combining the tranquility of rural living with the convenience of nearby urban amenities in Owen Sound. Here, you'll find a supportive and flexible work environment within a small, dedicated team.

As the Special Events and Communications Coordinator, you will take the lead in planning, designing, producing, promoting, and coordinating Township events, including the Township's 25th Anniversary celebrations. Your role will involve sourcing venues, liaising with entertainers, speakers, and exhibitors, and serving as the public face of Georgian Bluffs at local events.

In addition to event coordination, you will manage social media platforms and perform routine website updates to ensure timely and engaging communication. You will also prepare weekly and monthly staff communications and contribute to small-scale economic development initiatives that support the growth and vitality of the Township.

The ideal candidate is outgoing, energetic, and enjoys engaging with the public. Strong interpersonal skills, excellent customer service, and effective communication are essential. A solid understanding of digital media and enthusiasm for our community are considered assets. Proficiency in Microsoft 365 is required, along with the ability to learn additional software.

This is a full-time contract position running from January to August 2026, with a 35-hour work week. The schedule is flexible and will include daytime, evening, and weekend hours as required. The role offers a compensation rate of \$25.18 per hour. Additionally, the Township will facilitate co-op opportunities for students in a related field of study.

If you're ready to make a difference in Georgian Bluffs, we encourage you to apply. Please submit your resume and cover letter in confidence by 12:00 PM on December 19, 2025, quoting Job Posting #2025-16.

Human Resources  
Township of Georgian Bluffs  
Email: [hr@georgianbluffs.ca](mailto:hr@georgianbluffs.ca)

All applications and inquiries will be treated with strict confidence. The Township thanks all applicants, however, only those who are selected for an interview will be contacted. Personal information is collected under the *Municipal Freedom of Information and Protection of Privacy Act* only for job selection purposes. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.