



**THE CORPORATION OF THE COUNTY OF PRINCE EDWARD  
STUDENT JOB OPPORTUNITY  
COMMUNICATIONS ASSISTANT**

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The County of Prince Edward is an island community on the shores of Lake Ontario with a proud United Empire Loyalist heritage. Boasting beautiful beaches and a unique rural landscape, the County offers serene country living. Our strong agricultural roots, thriving tourism attractions, renowned regional cuisine, and growing wine industry combine to offer a unique and unmatched quality of life.

Our Human Resources Department is currently accepting applications for the summer student position of **Communications Assistant**. To be considered for a student position, you must be a minimum age of 16 and registered as a full-time student during the previous academic year and intend to return to school on a full-time basis during the next academic year.

Reporting to the Communications & Media Coordinator, the ideal candidate will be enrolled in a post-secondary program in Communications or related field and will assist in writing press releases and notices, develop social media content (Facebook, Twitter, etc.) and use various data sources to research latest communication trends. In addition to supporting our Communications & Media Coordinator with day-to-day communication strategy, there is the potential for the successful candidate to lead the communications strategy on project/initiative.

**General Qualifications include:**

- Excellent written and verbal communication; strong editing skills
- Experience with current communication methods and tools
- Computer skills, including proficiency using MS Office Suite
- Able to work as part of a team and independently as required
- A commitment to professional ethics and ability to handle sensitive and confidential information

The hourly rate ranges from \$14.00 - \$14.63. If you are interested in the above opportunity, please forward your cover letter and resume, or complete our student application form (available online) by **4:00 pm on March 16<sup>th</sup>, 2018** to [careers@pecounty.on.ca](mailto:careers@pecounty.on.ca).

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 476-2148 ext. 1042.

The personal information being collected will be used in accordance with *The Municipal Act* and *The Municipal Freedom of Information and Protection of Privacy Act* and shall only be used in the selection of a suitable candidate.