



Join our team as a:

**Project and Communications Coordinator
(Community Transportation Grant Program
2-Year Temporary Contract)**

The County of Middlesex is a vibrant municipality located in Southwestern Ontario. We offer a thriving business climate, easy access to transportation routes, and quality of life. When the work is done, Middlesex County offers residents easy commutes, safe communities, a diverse economy, exceptional healthcare facilities, affordable housing, diverse educational opportunities and generous recreation and cultural choices in a picturesque setting.

The County's administration headquarters are located in downtown London, offering easy access to restaurants and businesses. Middlesex County is comprised eight local municipalities, all of which have unique villages, towns and rural communities that include excellent attractions for residents and tourists.

Overview of the Position

Under the general direction of the General Manager of Finance and Community Services and the Director of Information Technology Services, the Project and Communications Coordinator will perform a variety of support functions focused on community transportation and corporate communications, including duties such as stakeholder engagement, marketing, promotion, event coordination, communications, social media, research, report and creative writing. The ideal candidate will be someone who takes initiative, is detail oriented, has excellent organizational skills, has a positive attitude, and is able to work well independently and in a team environment.

Additional details and a full job description are available at www.middlesex.ca.

What We Offer

Middlesex County provides competitive compensation, complete with comprehensive health and dental benefits, and enrollment in the OMERS (Ontario Municipal Employees Retirement System) pension plan. The pay rate for this position is \$23.87 - \$26.83 per hour for a 35-hour work week.

How to Apply

Interested candidates are invited to submit their cover letter and resume to Jessica Ngai, Human Resources Manager, by email at hr@middlesex.ca by **4:30 p.m.** on **Wednesday, November 13, 2019**.

Middlesex County is an equal opportunity employer. We are committed to a diverse and inclusive workplace for everyone. Accommodations are available throughout the recruitment process. If you are contacted for an interview, please advise us of any accommodations that may be required. This information will be treated confidentially and only used for the purpose of providing an accessible recruitment experience

We thank all applicants who apply, but only those applicants to be interviewed will be acknowledged. Personal information is collected under the authority of *the Municipal Freedom of Information and Protection of Privacy Act* and will be used for candidate selection purposes only.