



ONE YEAR TEMPORARY EMPLOYMENT OPPORTUNITY Administrative Assistant – Strategic Communications and Initiatives

The Town of Plympton-Wyoming is comprised of lakefront, agricultural, and urban properties, offering a wide range of facilities and services to provide its residents with a comfortable community in which to live and to work.

We are a community with a population of over 8,000 located within the north central portion of Lambton County in Southwestern Ontario. Fronting on the shores of Lake Huron, Plympton-Wyoming boasts accessibility to Highway 402 for convenient travel to Sarnia, London, Toronto, and the U.S.A.

The Town of Plympton-Wyoming is seeking to employ a skilled, motivated individual with a high degree of professionalism, accuracy, and attention to detail to work within the Clerks and Corporate Services Departments for up to one year **starting as early as April 1, 2026**.

The **Administrative Assistant – Strategic Communications and Initiatives** is responsible for providing strategic communications support and administrative assistance to the Clerks Department, Corporate Services Department and other Municipal Staff as required.

Key responsibilities:

- Lead Town strategic communications to raise the Town's profile by encouraging inclusive public engagement, actively promoting local tourism, and highlighting economic development initiatives.
- Develop and implement plans to enhance the Town's digital media presence
- Assisting with coordinating, promoting and supporting marquee special events such the Town's 25th Anniversary
- Supporting Town operations in strengthening community connections and fostering a deeper sense of belonging.
- Contributes to the enrichment of residents' lives by promoting arts, culture, and heritage, while promoting physically active lifestyles by spotlighting the Town's recreation facilities, programs, and partnerships that encourage active living and community participation.
- Assists the Clerks Department with raising awareness, issuing communications and providing administrative support for the 2026 Municipal Elections in October and the Short-Term Rental Licensing Program
- Assists all departments with strategic communications and administrative support as needed.

Qualifications/Experience:

- Successful completion of post-secondary education in a related program or equivalent work experience.
- Advanced computer skills in data entry, word processing and other pertinent software such as MS Office Word, Access, Excel, PowerPoint, Outlook.
- Knowledge of digital media software such as Canva.

- Exceptional organizational, communication and public relations/customer service skills are essential.
- Must have a valid Class “G” Driver’s License
- Experience in a related field would be an asset.
- Knowledge of all aspects of local government, municipal procedures and protocols and municipal legislation/regulations including but not limited to: the *Municipal Act.*, *Municipal Freedom of Information and Protection of Privacy Act*, *Municipal Elections Act*, and related legislation would be an asset.

Hours of Work: 35-hour work week, core hours are 8:30 – 4:30 p.m.

Our Town offers an hourly rate of \$26.53 - \$33.16 per hour as per the collective agreement with CUPE Local 2393.2. Starting rate is dependent on demonstrated skills and confirmation of post-secondary education in a related program and equivalent work experience. Starting date is flexible, within reason, and will be discussed with candidates who are selected for an interview.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 pm on March 20, 2026** to the Executive Administrative Assistant – Corporate Services, Nicole Campbell (NCampbell@plympton-wyoming.ca)

For a copy of the job description, email: ncampbell@plympton-wyoming.ca We thank all applicants for their interest, however, only those selected for an interview will be contacted. The Town of Plympton-Wyoming is an equal opportunity employer. The Town of Plympton-Wyoming provides reasonable accommodations throughout the hiring process. Reasonable accommodations will be provided upon request throughout the hiring process as required under the Town of Plympton-Wyoming’s policies and Accessibility for Ontarians with Disabilities Act (AODA).

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, 2001, and will be used for the purpose of candidate selection.