



## Marketing and Communications Coordinator

**Status:** Permanent Fulltime, 35 hours per week  
**Reports to:** Chief Executive Officer  
**Location:** Initial Placement – Paris Branch

### **Minimum Qualifications:**

- Diploma in Communications, Marketing, Public Relations, Library Science, or a related combination of education and experience
- 3 years relevant experience
- Demonstrated experience in marketing, communications, and public relations
- Demonstrated graphic design experience
- Proficient in website content management systems, and search engine optimization
- Extensive knowledge of social media platforms, with the ability to create, design, and analyze content
- Excellent communication (both oral and written), judgement, interpersonal, and customer service skills
- Proven organizational skills with strong attention to detail
- Ability to prioritize competing tasks and meet multiple deadlines
- Ability to be self-directed and work independently
- Demonstrated safe work practices
- Ability to work a flexible schedule, including evenings and weekends, as required
- Valid driver's license and satisfactory driver's abstract

### **Assets:**

- Previous experience in a library setting
- Demonstrated fundraising campaign experience

### **Duties:**

- Develop, implement, and evaluate all marketing, promotions, branding, and communication strategies, ensuring system-wide coordination
- Design, deliver, and manage the distribution of promotional materials and collateral across various channels - digital and print, including monthly newsletters
- Manage the Library's social media channels and website
- Lead the development of other communication deliverables, including internal and external publications, media relations, and events
- Compile data, analytics, and measurements to report monthly on effectiveness, and use that information to inform communication planning
- Advise on improvements and enhancements to marketing and communications
- Other duties as assigned

**Annual Salary:** \$77,860 - \$91,073 (Job Grade 6)

35 hours per week

**How to Apply:** Send a resume and cover letter to Kelly Bernstein, CEO via email – [kelly.bernstein@brant.ca](mailto:kelly.bernstein@brant.ca), by **Friday, February 27<sup>th</sup>, 2026 at 9:00am**

The County of Brant Public Library is committed to providing accommodations for persons with disabilities. Accessibility accommodations are available for all stages of the recruitment process. If contacted for an employment opportunity, please advise the Library if you require accommodation.

We thank all applicants and advise that only candidates to be interviewed will be contacted. Personal information submitted is collected under the *Municipal Freedom of Information and Protection of Privacy Act*.