



Township of Ignace  
34 Main St. Ignace,  
ON P0T 1T0

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## EXTERNAL JOB POSTING

The Township of Ignace is accepting applications for Marketing Coordinator Positions. Work up to 40 hours per week to be flexible, and when needed.

### Job Description

<b>Title:</b>	<b>Marketing &amp; Comms Coordinator</b>
<b>Positions</b>	<b>One (1) Position</b>
<b>Department:</b>	<b>Corporate</b>
<b>Group:</b>	<b>Student - Non-Union</b>
<b>Pay Rate:</b>	<b>\$ 18.60 / hr</b>
<b>Direct Supervisor:</b>	<b>Clerk Treasurer</b>
<b>Work Duration:</b>	<b>June 29 – August 28, 2026</b>
<b>Posted:</b>	<b>April 16, 2026</b>

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### POSITION SUMMARY:

The Township of Ignace is seeking an enthusiastic post-secondary student to join our team as a **Marketing & Comms Coordinator** for the summer. This position will provide hands-on experience in municipal communications, marketing, tourism promotion, community economic development, and event planning in a small-town setting.

The successful candidate will develop and implement a marketing communications plan to help promote community programs, tourism attractions, and local events, while gaining valuable experience in digital marketing, design, and public engagement.

### KEY RESPONSIBILITIES:

- Develop a Marketing and Communications Plan for municipal and tourism initiatives, under the supervision of the Clerk Treasurer, and in coordination with the Outreach Lead and Indigenous and Community Strategist.
- Research, write, and edit engaging content and copy for print materials, newsletters, website updates, and social media.
- Create visual materials and branded templates using Canva and basic graphic design tools.

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- Develop and maintain a social media content calendar and coordinate regular posts across platforms such as Facebook, Instagram, and LinkedIn.
- Support the promotion and organization of community events, economic development, tourism activities, and recreation programming.
- Collect photos, stories, and testimonials to showcase community highlights and attractions.
- Assist with basic website updates and analytics tracking.
- Participate in staff meetings, planning sessions, and community engagement activities.

### QUALIFICATIONS:

- Must be a post-secondary student (returning to school in fall 2026) in marketing, communications, business, public relations, graphic design, or a related program.
- Excellent verbal and written communication skills.
- Strong creativity, attention to detail, and organizational abilities.
- Proficiency with Canva or other digital design tools; basic familiarity with social media management platforms is an asset.
- Ability to work independently and as part of a small, collaborative team.
- Interest in municipal government, tourism, or community development is an asset.
- Must meet Canada Summer Jobs eligibility criteria:
  - Be between 15 and 30 years of age at the start of employment;
  - Be a Canadian citizen, permanent resident, or person granted refugee protection;
  - Have a valid Social Insurance Number; and
  - Be legally entitled to work in Canada.

### SUPERVISION AND MENTORSHIP:

The student will be supervised and mentored by the Clerk Treasurer, who will provide guidance, training, and feedback throughout the placement. The supervisor will introduce the student to municipal operations, community engagement practices, and marketing strategy development in a public-sector setting.

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The student will have opportunities to:

- Develop practical skills in communication, project planning, and digital marketing;
- Learn about municipal tourism and community development processes; and
- Build a professional portfolio of writing and design samples.

### LEARNING OUTCOMES

By the end of the placement, the student will have:

- Gained hands-on experience developing and executing a full marketing and communications plan for a public organization.
- Strengthened professional writing, editing, and digital content creation skills.
- Learned to use Canva and social media scheduling tools to manage multi-platform marketing campaigns.
- Gained practical insight into how municipal governments promote programs, tourism, and events to residents and visitors.
- Enhanced project management, teamwork, and problem-solving abilities through real-world assignments.
- Improved overall employability skills, including communication, time management, and client-focused thinking.

### WORK ENVIRONMENT

- Primarily office-based with some fieldwork at events and tourism locations.
- Standard hours Monday to Friday, with occasional evening or weekend hours for special events.
- The position offers a supportive, inclusive workplace that encourages creativity and professional growth.

### CANADA SUMMER JOBS GRANT

These positions will receive partial funding through the Canada Summer Jobs Grant and will be required to participate in training, mentorship and reporting activities as defined by the funding agreement.



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**CSJG Position Title:** Marketing Coordinator

**Canada Summer Jobs #:** 5352074

**Job Bank:** <https://www.jobbank.gc.ca/jobsearch/jobpostingcsj/49289301>

### HOW TO APPLY:

Interested candidates are invited to submit their resumes and cover letter to the **email** below.

Township of Ignace Township Office  
34 Main Street.  
Ignace, ON P0T 1T0  
[hr@ignace.ca](mailto:hr@ignace.ca)

**Closing date: Thursday May 7th, 2026 at 3:00 p.m.**

We thank all applicants for their interest; however, only those selected for an interview will be contacted.

### Equal Opportunity Employer Statement:

The Township of Ignace is committed to an inclusive, barrier-free recruitment process. We will accommodate the needs of applicants under the Human Rights Code throughout all stages of the recruitment and selection process. Please advise us if you require accommodations to ensure you can participate fully and equally during the recruitment and selection process.