



Position: Deputy Clerk & Communications Specialist (existing position)

Status: Full Time, Non-Union

Salary Range: \$81,071 - \$94,842 annually, based on a 35-hour work week

Location: Parry Sound, Ontario (*Relocation/Accommodation Package Negotiable)

Closing Date: Friday, October 2, 2026 or until filled, resume and cover letter as one PDF document

Position Summary

As a member of the Clerk's Department, the Deputy Clerk & Communications Specialist will assist the Clerk to carry out responsibilities in the following functional areas: Council, Committee and Board services, corporate communications, records and information management, By-law coordination, AODA/MFIPPA compliance, cemetery operations and elections coordination.

Who we are

The Archipelago is a water-based, seasonally oriented municipality consisting of a portion of the 30,000 islands in Georgian Bay and a number of inland freshwater lakes. The Archipelago acknowledges that the community resides on traditional Anishinabek territory. Our team is made up of committed and passionate employees who, in partnership with its community, ensure the continued guardianship of the lakes and watershed areas within the Georgian Bay Mnidoo Gamii Biosphere.

Who you are

You want to be part of a municipality with an environmental focus. You want the work you do to make a difference. You like a team environment where everyone has an opportunity to contribute to achieve a shared goal. You like problem solving, expanding your horizons and making even the smallest positive impact for your community and beyond.

Why work for us

A progressive team, dedicated to lifelong learning, career advancement and collaboration. Our Administration Office, located in the hub of Parry Sound, overlooks the Seguin River and is only steps away from the Rotary and Algonquin Fitness trail where you can immerse yourself in the beauty of the Georgian Bay shoreline.

In addition to the beauty of the area, in this position you will receive extended group health and dental benefits, access to the Employee and Family Assistance Program (EFAP) and participation in the Ontario Municipal Employees Retirement System pension plan (OMERS).

What You'll Do

Clerk and Council Administration:

- Assist the Clerk in their “corporate secretary” responsibilities including: coordinating Council meetings, preparing agendas and background materials, recording minutes, preparing by-laws and policies, and responding to correspondence.
- Act as designate for the Clerk.
- Facilitate hybrid (in-person and electronic) meetings for Council and committees including management of the recording and conferencing systems.
- Oversee administration of the municipal cemetery operations including sales/transfers of interment rights, interments and memorialization.
- Assist in the implementation and maintenance of the Records Management System, in paper and electronic formats, providing guidance and assistance to all Departments.
- Responsible for special event coordination and oversight.
- Perform duties of a Deputy Returning Officer assisting the Clerk to conduct municipal and school board elections and vacancies.
- Ability to work with tact and discretion with elected officials and other levels of government, the public, media and consultants.
- Serve as Accessibility Compliance Coordinator for the Township and provide training and support for accessible document and website content creation.
- Assist in the administration of the Municipal Freedom of Information and Privacy Act (MFIPPA).

Corporate Communications:

- Lead the core communications functions and efforts of the Township which include: the development and implementation of internal and external communication programs ex. Media relations, website coordination including the Township’s social media accounts ensuring accurate and timely updates.
- Ensure communication activities are cohesive with the Township’s brand identity and maintain consistent messaging across all communications.

Education

- Post-secondary diploma or degree in Business Administration, Public Administration, Public Relations, Communications or equivalent qualifications.
- Completion of the Municipal Administration Program (MAP) an asset.

Experience and Skill

- Minimum 3 years experience in an administrative capacity, preferably in a municipality, and 2 years in communications including print material, website and social media account maintenance preferred.
- Working knowledge of MS Office (Word, Excel, PowerPoint, Outlook and Teams), PDF software, mass notification systems and social media platforms operating in a Windows environment.
- Knowledge of social media platforms, digital marketing strategies and online content creation.
- Familiarity with graphic design and video editing tools.

Experience and Skill Cont'd

- Demonstrated proficiency with electronic agenda management software, records and elections management.
- Knowledge and understanding of government policy development and decision-making processes and of the legislative and regulatory framework governing municipalities.
- Thorough working knowledge of municipal legislation/regulations including the Municipal Act, MFIPPA, Ontario Funeral, Burial and Cremation Services Act.
- Excellent interpersonal, administrative, organizational, analytical, problem-solving, communication, report writing and research skills.
- Ability to align the Clerk's Department with departmental and corporate goals while fostering collaborative working relationships.
- Valid class "G" drivers license required.

Refer to job description, at www.thearchipelago.ca, for a complete description.

Resumes directed to: the Human Resources Department, The Archipelago

Email: HR@thearchipelago.ca, resume and cover letter submitted in one pdf document

We thank you for your interest, however only candidates under consideration will be contacted.

The Archipelago is an equal opportunity employer. We are committed to inclusive, barrier-free recruitment and selection processes and work environments. If you require any accessibility accommodations at any point during the application and hiring process, please contact us. Any information received relating to accommodation will be addressed confidentially.

Personal information contained in applications will be used for recruitment purposes and collected Pursuant to section 29(2) of the Municipal Freedom of Information and Protection of Individual Privacy Act R.S.O. 1990, C. M.56. Questions about the collection of personal information should be directed to the Manager, Human Resources, Township of The Archipelago, 9 James Street, Parry Sound, Ontario P2A 1T4. 705-746-4243.