



Hiring the Position of Coordinator – Communications and Community Relations

Position:	Coordinator - Communications and Community Relations
Union/Association:	Administrative Services Group (ASG)
Posting #:	4012303
Date Posted:	March 2, 2026
Closing Date:	March 18, 2026, 12:00 p.m.
Employment Status:	Permanent, Full-Time (Existing Vacancy)
Work Hours Schedule:	35 hours per week
Location:	Catholic Education Centre, Wallaceburg
Annual Salary Range:	\$92,694.74 - \$111,283.35
Start Date:	Immediate

If Interested

Send resume quoting posting number (4012303) through Apply To Education - <https://sccdsb.simplication.com/>

Summary

This position provides support to the Director of Education and senior administration for communication and community relations as necessary.

Responsibilities

Reporting to the Director of Education, the Coordinator - Communications and Community Relations will:

- Assist the Director of Education with all communications, both at the Board and school levels, in service of implementing the Board's Strategic Plan, and the Board's mission and vision.
- Liaise and build positive relations with media executives and respond to media inquiries, prepare and issue media releases.
- Monitor and advise the Director with respect to media developments and coverage.
- Liaise with the public health units, and public agencies to maintain positive community relations.
- Promote the successes and accomplishments of students, employees and parish partners that celebrate the opportunities in our Catholic education system.
- Successful candidate will be required to be available for after hours calls, inclusive of evenings and weekends).
- All other duties as assigned.



Qualifications and Skills

The successful candidate shall possess the following qualifications, skills and abilities:

- Completion of a 3-year Undergraduate Degree required; focus of studies in marketing or communications is preferred.
- Project Management Professional certification or designation is preferred.
- Minimum 5-year related work experience in communications (private or public sector); previous communications experience is preferred.
- Certification or designation in Microsoft Office Suite and/or Google Suite Software applications.
- Exceptional interpersonal, oral, written communication skills.
- Demonstrated experience in the utilization of social media platforms.

Accommodation

The St. Clair Catholic District School Board is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process; see Accessibility Standards for Customer Service Policy (<http://www.st-clair.net/policies.aspx>).

Please advise the Human Resource Services Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

Thank You

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to provide a satisfactory Criminal Background Check as a condition of employment.

Director of Education
Lisa Demers

Chair of the Board
John Van Heck

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