

Association of Municipalities of Ontario

Senior Communications Advisor

The Association of Municipalities of Ontario (AMO) is a non-profit organization representing Ontario's municipal governments. AMO supports and enhances strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario and Canada's political system.

Scope:

Reporting to the Associate Director, Communications, the Senior Communications Advisor serves as the primary communications partner to AMO's Policy Centre, providing strategic communications advice to support the organization's advocacy priorities.

The Senior Communications Advisor develops communications strategies for major policy initiatives and translates complex policy issues into clear, compelling communications for governments, media, stakeholders and the public. The role leads the development of strategic messaging, briefing materials, speeches, opinion pieces, media statements and other communications products that support AMO's advocacy.

The Senior Communications Advisor also develops and maintains organization-wide messaging resources, including policy explainers, key messages and communications toolkits, and supports strategic communications initiatives across the organization as assigned.

Primary Responsibilities:

- Develop communications strategies and plans to support major policy initiatives and advocacy campaigns
- Act as advisor and communications expert in providing strategic communications counsel on policy files
- Research, write and edit speeches, briefing notes, key messages, media statements, opinion pieces, presentations, reports and other communications materials
- Act as communication lead, in developing and maintaining messaging frameworks, policy explainers, communications toolkits and other strategic communications resources in collaboration with Policy team
- Translate complex policy issues into clear, accessible communications for a variety of audiences
- Collaborate with colleagues across the organization to ensure communications on policy files are accurate, coordinated and aligned
- Responsible for timely communications support on organization-wide initiatives and special projects assigned
- Perform other duties as assigned

Core Qualifications and Competencies:

Note: Duties and responsibilities are subject to change from time to time as it is inherent with changes in advancement of technology, process, information systems, and business needs.

- Bachelor's degree from a recognized university in communications, journalism, public relations, political science, public administration or a related discipline, or an equivalent combination of education and experience
- Minimum of seven years of experience in strategic communications, public affairs, government relations or policy communications
- Exceptional writing, editing and verbal communication skills, with demonstrated experience producing high-quality communications for senior leaders
- Experience developing communications strategies and translating complex policy into compelling communications
- Strong understanding of Ontario's municipal and provincial political environment
- Excellent political judgment, strategic thinking and problem-solving abilities
- Ability to manage multiple high-priority projects under tight deadlines
- Demonstrated ability to build collaborative working relationships across teams
- Ability to deal with confidential and politically sensitive information with discretion
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Teams and Outlook)

Environment and Equipment:

- Works primarily in an office environment with travel to conferences, events, and seminars
- Valid Ontario driver's license
- Responsible for proper care and usage of equipment
- May require the lifting and movement of materials and supplies
- 35-hour work week

Supervisor:

- Associate Director, Communications

Other Important Information:

The position is for an existing vacancy.

Salary Range: \$115,469 to \$135,081

Reported place of employment is our Toronto office currently located at 155 University Avenue, Toronto, Ontario. Our general hours of operations are 8:30 a.m. to 4:30 p.m.

AMO currently has a hybrid work onsite and from home policy in place that may allow for a hybrid work arrangement for employees who meet the terms and conditions of the policy. The hybrid work onsite and from home policy is subject to change.

Application deadline: 4:00PM September 11, 2026

Email application to: careers@amo.on.ca referencing "AMOSCA2026"

Please send cover letter and resume as a single document in PDF format.

Note: Duties and responsibilities are subject to change from time to time as it is inherent with changes in advancement of technology, process, information systems, and business needs.

We thank all those who apply but advise that only those applicants selected for an interview will be contacted.

AMO is an equal opportunity employer and is committed to inclusion and recognizes that a diverse staff is essential to organizational excellence. We welcome applications from all qualified individuals and encourage members of racialized communities, Indigenous persons, persons with disabilities, women, and persons of any sexual orientation or gender identity.

AMO welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

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