

Association of Municipalities of Ontario

Strategic Communications Planner

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 Strategic Communications Planner is responsible for planning, coordinating and supporting strategic communications activities across the organization.

The Strategic Communications Planner develops communications plans, coordinates integrated communications campaigns, manages the editorial calendar and works collaboratively across the teams at AMO to ensure communications are timely, strategic and aligned with organizational priorities.

The Strategic Communications Planner also identifies communications opportunities, supports content development and helps coordinate communications workflows and approvals across the organization.

Primary Responsibilities:

- Develop communications plans to support advocacy initiatives, events, programs and organizational priorities
- Manage and maintain the organization's editorial calendar and coordinate communications activities across departments
- Coordinate integrated communications campaigns from planning through execution
- Identify proactive communications opportunities that support organizational priorities
- Draft communications materials including website content, newsletters, briefing materials, presentations and other communications products
- Coordinate internal communications workflows, approvals and project timelines
- Monitor project progress and ensure communications initiatives are delivered on schedule
- Collaborate with colleagues across the organization to ensure consistent messaging and coordinated communications
- Support organization-wide communications initiatives and special projects as assigned
- Other duties as assigned

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.

Core Qualifications and Competencies:

- Bachelor's degree from a recognized college or university in communications, public relations, journalism, marketing or a related discipline, or an equivalent combination of education and experience
- Minimum of five years of experience in communications planning, corporate communications, public affairs or related experience
- Experience developing communications plans and coordinating integrated communications campaigns
- Excellent writing, editing and verbal communication skills
- Strong organizational and project management skills with the ability to manage multiple priorities
- Demonstrated ability to build collaborative working relationships across teams
- Excellent attention to detail and sound judgment
- Ability to work independently and collaboratively in a fast-paced environment
- Ability to deal with confidential and sensitive information
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint, Teams and Outlook) and project management or communications management tools

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: \$81,604 to \$95,465

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

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Email application to: careers@amo.on.ca referencing “AMOSCP2026”

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

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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