



August 8, 2025

ENWIN Utilities Ltd., is currently accepting applications for the vacant position of:

Temporary Communications Coordinator

Location: Windsor, ON

Resumes for the position of “**Communications Coordinator**”, ENWIN Utilities Ltd., will be received by the Human Resources Department up to and including **Friday, August 15, 2025**.

Reporting to the Manager Corporate Communications and Public Relations, the successful candidate will be an integral member of the communications team responsible to deliver communications campaigns and events targeting a wide range of audiences. This position is responsible for daily management of the ENWIN and WUC website(s) and social media platforms. Responsibilities include ensuring information is up to date, accurate, brand appropriate, engaging, timely and AODA compliant; creating images and written content for website and social media; writing targeted messaging for use in a variety of internal and external publications (may include TV, radio, advertising, media releases); creating brand specific layouts for advertising, digital media and annual reports; coordinating events; photography and photo editing for quality print publications; assisting with public relations by tracking media mentions on both social and traditional media networks, creating media activity reports and drafting media releases; organizing and coordinating activities, communications and public events for ENWIN's community support program; assisting with departmental administrative tasks. The Communications Coordinator requires creativity, flexibility, confidentiality and discretion. Some flexible hours are required for events, emergencies or major outages.

The successful applicant must have the following skills and competencies:

- College Diploma or University Degree in Communications, Public Relations, Journalism or equivalent.
- Courses or certificates in writing for various audiences, graphic design, layout website management, and social media are considered an asset.
- Knowledge of videography and video editing is considered an asset.
- Minimum three (3) years' related experience.
- Thorough understanding of marketing, advertising, communications, public relations, brand and design principles.
- Excellent verbal communication, presentation, and listening skills.
- Exceptional writing, editing and proofreading skills required for media (CP Style), social, ads, and website.
- Highly motivated, organized and ability to work well under pressure.
- Ability to develop and manage the launch of media initiatives and events.
- Developed sense of diplomacy, tact and confidentiality.
- Flexible and able to quickly adapt to ongoing transition within the industry and the corporation.
- Well-developed knowledge of layout, graphic design and photographic principles and associated computer programs (i.e. Adobe Creative Suite, etc.)
- Advanced computer skills for word processing, spreadsheet applications and document production (Microsoft Office Excel, Word, and PowerPoint and Adobe Acrobat Pro).

Salary Range for Qualified Candidates: \$76,107 - \$84,563

Qualified applicants may submit their resume at <https://www.applicantpro.com/openings/enwin/jobs> up to and including **Friday, August 15, 2025**. **Please quote file EWU-25-01-025 on application.** Although all applications are appreciated, only those candidates selected for an interview will be contacted.

ENWIN Utilities Ltd., provides accommodation in accordance with applicable laws through all stages of the hiring process. If you require accommodation for any part of the application and hiring process, please advise the Human Resources Department.

ENWIN believes there is significant value in the diversity within our workforce and we are committed to continually enhancing and improving diversity and inclusion throughout our organization. As an equal opportunity employer, we encourage all qualified individuals to apply for employment opportunities and believe that strength flows from our individual differences and enables us to effectively serve our community.