



JOB POSTING

Position title: **Communications and Events Specialist**
Reports to: Executive Director
Location: Kemptville, Ontario
Salary range: \$72,000- 85,000
Start date: Spring, 2026

Position Overview

Kemptville Campus Education and Community Centre is seeking an experienced Communications & Events Specialist to lead storytelling and public engagement while contributing hands-on to a dynamic year-round events program.

This is a hybrid role: approximately two-thirds communications strategy and execution, and one-third event production and support. It is ideal for a seasoned communicator who thrives in a fast-moving, community-centered environment and enjoys shaping narrative and making things happen on the ground.

Reporting to the Executive Director and working closely with the events team, you will help grow the Campus's visibility, strengthen its brand, support fundraising and business development efforts, and assist with supporting short-term rental events, including conferences, arts programming, recreational activities, and community events.

About Kemptville Campus

Kemptville Campus is located on a beautiful 600-acre parcel of land in Kemptville, Ontario. It consists of 15 main buildings, as well as forests and wetlands, agricultural fields, a green house, community garden, maple sugar bush, walking trails and sports fields.

For over 100 years, this was the site for agricultural education and research in Eastern Ontario. Now the campus is owned by the Municipality of North Grenville and managed by an arms-length not-for-profit organization, *Kemptville Campus Education and Community Centre*, which sub-leases the lands and buildings to dozens of nonprofits, schools, daycares, businesses, and government agencies. It also operates as a rental venue, which hosts hundreds of recreational, community, and special events annually.

Communications

You will lead and execute communications initiatives that support Kemptville Campus's growth, partnerships, and community presence.

Key Responsibilities

- Manage and grow social media platforms with a clear and consistent voice
 - Write compelling blog posts, articles, newsletters, and long-form content
 - Support marketing initiatives tied to leasing, programs, and events
 - Lead media relations and build relationships with local and regional outlets
 - Provide communications support for fundraising initiatives and grants
 - Oversee and update website content (CMS management)
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Events

You will support a wide range of events as an active member of our events team.

Key Responsibilities

- Supporting community events, conferences, arts programming, etc.
- Coordinating with vendors and suppliers
- Assisting with client relations and hospitality
- Managing logistics, timelines, and on-site troubleshooting
- Contributing to operational planning and risk management

This portion of the role requires hands-on event production experience, strong organizational skills, and calm, solution-focused customer service under pressure.

What You Bring

- 5+ years of professional experience in communications and event production
- Exceptional writing and editing skills
- Demonstrated experience managing both social and traditional media
- Strong digital fluency (eg. familiarity with CMS platforms, email marketing, content calendars, SEO, etc.)
- A collaborative approach combined with the ability to work independently

- Professional maturity, reliability, and strong judgment
- Strategic thinking paired with quick, practical execution
- Commitment to excellence and integrity
- Bilingualism is an asset

Working Conditions

This is a full-time position based in Kemptville, Ontario. Work takes place primarily in our offices on campus, with some flexibility for remote work.

Kemptville Campus welcomes applications from racialized persons/persons of colour, Indigenous People from North America and around the world, persons with disabilities, 2SLGBTQIA+ individuals, and those who bring diverse perspectives and experiences.

Compensation

\$72,000 - \$85,000 annually (commensurate with experience)

+ Benefits and enrolment in pension plan

Start Date: Spring 2026

To Apply

Qualified applicants are invited to submit a cover letter, CV detailing your qualifications and interest in the position, and a link to your online portfolio.

Although we appreciate all responses, only those selected for an interview will be contacted.

Applications should be sent to: ahillis@kemptvillecampus.ca

Application deadline: **April 3, 2026**