

The City of Pickering is committed to creating an equitable, diverse and inclusive workplace and strives to foster a sense of belonging, empowerment and respect among all employees and community members. We recognize and value that diverse perspectives, skills, backgrounds, and lived experiences contribute to the growth and strength of our organization and community. As such, we welcome and encourage applications from Indigenous Peoples and equity-deserving communities including women, persons with disabilities, racialized persons, persons who identify as 2SLGBTQI+, and other diverse communities.

## CULTURAL CONTENT WRITER

### Unpaid Co-op, 8 weeks

The City of Pickering is looking for a candidate to fulfill an 8 week unpaid co-op placement. This placement is mostly remote (work from home), with the requirement to meet in person for staff meetings, installations, etc. Ideally, looking to start the placement as early as October 10, 2022. This placement requires the successful incumbent to be available for at least 2 days a week, 4-6 hours per day. Under the general supervision of the Manager, Cultural Services, the incumbent will be primarily responsible for assisting the Community Services team with Public Art related projects and events.

#### Responsibilities include:

- A talent for writing clear, concise copy for multiple audiences.
- Produce creative content related to the public art located in Pickering for publication across The City of Pickering's communications platforms (e.g. web, blog, newsletter, social media) that reflects values and brand identity of organization.
- Arrange interviews with featured artists, community members, city staff and partners.
- Gather research and other forms of content by attending Cultural Services events related to Public Art and reviewing available materials.
- Organize writing schedules to complete drafts of content or finished projects within deadlines set by the Coordinator, Public Art.

#### Successful applicants will possess the following:

- Currently enrolled in a post-secondary program related to English, publishing, communications, social media, or public relations or any acceptable combination of education, job related training and experience.
- Experience with content production for web, blog, newsletter, and social media is preferred.
- Demonstrated proficiency in the use of personal computers, emails, and Windows based applications.
- Strong organizational skills, interpersonal, communication (written and oral in English), customer service skills and the ability to preserve the confidentiality of information.
- Ability to prioritize multiple tasks within a fast paced environment.
- Must be prepared to undergo a Vulnerable Sector Screening as a condition of employment.

Qualified candidates may complete an [online application form](#) or submit a detailed resume and cover letter by no later than midnight (Eastern Standard Time) on Sunday, October 2, 2022 to:

Human Resources Associate  
Human Resources Department  
One The Esplanade  
Pickering, ON L1V 6K7

**By Email:** [hr@pickering.ca](mailto:hr@pickering.ca)  
**By Fax:** 905.420.4638  
**Online:** [pickering.ca/employment](https://pickering.ca/employment)

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information is collected under the authority of the *Municipal Act* and is used for the purpose of candidate selection.

The City of Pickering is committed to inclusive and barrier-free employment practices, and to creating a workplace that reflects and supports the diversity of the community we serve. In accordance with the *AODA Act*, accommodations will be provided throughout the recruitment process where required. Documents can be made available in alternate formats upon request. All employees are governed by the City's Mandatory Vaccination Procedure.