

Cultivate Your Career

COMMUNICATIONS ADVISOR PERMANENT FULL TIME

Organization	City of St. Albert
Website	www.stalbert.ca
Department	Strategic Services
Salary	\$74,438 - \$90,565 per annum
Closing Date	October 19, 2018
Competition #	18/196

OPPORTUNITY

As Alberta's 'Botanical Arts City', St. Albert is a community renowned for its botanical arts, its commitment to a green lifestyle and the cultivation of activities that provide for a well-rounded quality of life. Our employees provide more than 66,000 residents with high-quality programs and services and are proud to contribute in making St. Albert among the best places to live in Canada.

The City of St. Albert is committed to excellence in communications and is seeking to fill a permanent full-time Communications Advisor position in the Strategic Services department.

As a Communications Advisor, you will enhance the City's communication and engagement with residents, internal and external stakeholders by being a strategic business partner to your assigned client departments. Your principal accountabilities will include:

- Providing strategic communication advice, planning and implementation for business partners' projects and initiatives to enhance the City of St. Albert's communication to residents, ensuring their awareness and understanding of services and programs.
- Providing writing and editing support for business partners and corporate initiatives to break down complex and/or sensitive information for internal and external audiences in a clear and concise manner.
- Providing media relations planning and execution for business partners and/or organizational leadership through key message development, and interview coordination and preparation.
- Providing website and social media counsel and support from a corporate perspective and advising business partners on how to optimize opportunities for online communication.
- Providing effective, proactive issues management strategies and support.

The person we seek is skilled at relationship management and problem-solving. The work is diverse and varied in complexity and the pace is fast, so there is an expectation to adapt quickly to changing circumstances, work effectively and prioritize projects.

QUALIFICATIONS

- An undergraduate degree in a relevant field (e.g., Business Administration, Communications, Marketing, Commerce, Journalism, Public Relations) combined with 3 years directly related work experience; OR, A diploma in a relevant field combined with 5 years of directly related work experience.
- Experience must include serving as a communications professional working with diverse stakeholder groups.
- In depth knowledge of communications planning, media relations, issues management, and project management.
- Knowledge of change management, project management, best practices for social media, website, print production, marketing, branding and design.
- Experience writing for a multitude of mediums, preferably in a variety of fields and sectors.
- Knowledge of Canadian Press Guidelines.

HOURS OF WORK

We offer a compressed work schedule of 72 hours bi-weekly (Monday to Friday, 8 a.m. to 5 p.m. with a regular day off every two weeks). There is a requirement to work occasional evenings and weekends.

COMPENSATION

\$74,438 - \$90,565 per annum. In addition, we offer a generous and comprehensive benefit package.

Qualified applicants are invited to submit their cover letter and resume via the City of St. Albert employment website www.stalbert.ca/employment

CLOSING DATE

October 19, 2018

We wish to express our appreciation to all applicants for their interest and effort in applying for this position. However, only candidates selected for interviews will be contacted.