

Job Opportunity

The Corporation of the Town of Orangeville
invites applications for the position of

Manager, Communications **Corporate Services Department** (Full-time position, 35 hours per week)

Due to an upcoming retirement, the Town of Orangeville has an opportunity for the position of Manager, Communications.

The Manager, Communications will provide leadership through offering professional communication services, strategic communications direction and technical advice to the Corporation. The Manager of Communications will develop, assess, and oversee multiple communication channels and media strategies to assist the Town in building positive relations with the public as well as to address communication matters arising from initiatives, programs, and Council decisions.

Job Duties:

- Analyzing, developing, and implementing effective internal and external communications programs; editing and writing informational/promotional materials; reviewing content of reports, brochures, marketing materials and other relevant information; directing and motivating the Communications staff to create and complete a wide range of projects.
- Organizing media announcements, press conferences and special events; assessing and oversee multiple communication channels, media strategies, communication plans, and public engagement approaches; being the primary point of contact for news media inquiries; approving use of Town logo and monitoring visual identity standards for all branding; creating briefing notes, media materials, articles, Council reports; leading and evolving the service experience of the Corporation's digital channels.
- Creating and implanting communication strategies and plans for initiatives and to support the Town's vision; advising all divisions and departments, and Committees on strategic communication plans, public engagement initiatives, and communication channels; acting as Public Information Officer in the event of an emergency and for emergency training programs.
- Other duties as assigned.

Qualifications:

- Post-secondary degree in public relations, marketing, communications or related field. Equivalent education and/or experience will be considered.
- Minimum of seven (7) years related communications experience and a minimum of three (3) years related supervisory/management experience.
- An understanding of municipal government.
- Extensive knowledge of good communication principles and practices, particularly as they relate to strategic corporate communications, digital channels and service experience, issues management and media relations.
- Ability to develop and implement pro-active communication strategies.
- Ability to exercise discretion and maintain confidentiality; ability to plan, coordinate and implement community engagement events.
- Ability to multi-task, organize and manage resources effectively.
- Computer skills in a Windows environment, and proficiency in all Microsoft products.

Successful candidates will be required to complete a background check, including but not limited to a Judicial Matters and Criminal Record Check, in accordance with the duties.

Salary Range: \$110,019.00 to \$128,710.40 Band 13 on the Town's 2022 Pay Grid, plus a comprehensive benefits package

Qualified candidates are invited to submit their resumes, in confidence, to Sarah Alexander, Human Resources Assistant, no later than 4 p.m. on **Tuesday, May 17, 2022**. Applications may be submitted online or submitted in person to the Town Hall located at 87 Broadway.

To select the best candidates to serve the Town of Orangeville and its people, several screening tools, including Police Record Checks are required as part of the hiring process for some employment or volunteer positions. When requested, applicants are required to provide a Police Record Check as a condition of their offer of employment. Police Record Checks must be dated within three (3) months of the employment offer to be considered valid. The specific type of Police Record Check required will be indicated in the job posting qualifications.

All new or rehired Town of Orangeville employees, volunteers and students, including returning Town of Orangeville Seasonal and Student employees, are required to be fully vaccinated against COVID-19 as a condition of being hired or rehired by the Town of Orangeville. The requirement to be fully vaccinated is subject to the Ontario Human Rights Code. If you are not fully vaccinated, a documented medical reason provided by a physician or registered nurse and time period for the medical reason may be accepted.

The Town of Orangeville is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance. By submitting your personal information to the Town of Orangeville, you consent to the collection, use, and disclosure of that information in connection with our recruitment, hiring and/or employment processes. Personal information on this form is collected under the authority of the Municipal Act, 2001, S.O. 2001, c.25, as amended, and will be used to determine the qualifications for employment with the Town of Orangeville. Questions about this collection should be directed to the Manager, Human Resources at 87 Broadway, Orangeville, Ontario L9W 1K1.