



*A progressive city of 187,800 people located just a short 30-minute drive from Toronto, the **City of Oshawa** is one of Canada's fastest growing communities that is exceptionally positioned to live, work, learn and invest. Its strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced its quality of life advantage, while maintaining a strong commitment to financial stewardship.*

Job Title: Regular Full-Time Corporate Communications Officer

Posting Number: 004381

Department: Office of the Chief Administrative Officer

Branch: Corporate Communications

Location: City Hall

Eligible for Hybrid Work: Yes

Posting Start Date: 2023/06/20

Posting End Date: 2023/07/17 by 4:30pm

Employment Group: Exempt

Salary Grade: O- \$91,805- \$108,005 per annum

Standard Weekly Hours of Work: 36.25

Shift Work Required: No

Job Description

Reporting to the Director, Corporate Communications, or designate, develop, lead and implement strategic, integrated communication plans and community engagement initiatives that advance the City's image.

Responsibilities:

- Preparing, implementing and evaluating communications plans and projects by identifying emerging issues, monitoring the online communications landscape (social media, website) and providing strategic communications recommendations
- Building effective internal and external relationships across the Corporation and with stakeholders
- Performing media relations duties, including media event planning, media crisis and issues communications, developing media materials, speaking notes and key messages, and building media relationships
- Overseeing the City's social media accounts, including developing and analyzing social media messages and multi-media content and analyzing social media strategies
- Managing the City's corporate and community engagement websites and e-newsletters
- Providing graphic design services, including developing promotional materials, advertisements, newsletters and publications
- Developing and implementing timely communications during emergency situations, including in the Municipal Emergency Operations Centre

Requirements:

- Knowledge and skills normally associated with completion of a university degree or college diploma in journalism, communications, marketing or a related discipline plus a minimum of five (5) years relevant experience, or the equivalent combination of education and experience, preferably in a government environment
- Excellent interpersonal skills to deal effectively and tactfully with a broad range of elected officials, staff, other professionals, external agencies, other levels of government, the general public and the media
- Advanced written and oral communications skills, as well as strong presentation skills to both small and large groups and in public situations
- Sound understanding of both proactive and reactive media relations and demonstrated experience working with the media
- Proven reasoning, research, analytical and problem-solving skills with the ability to think strategically
- Excellent project management and organizational skills with the ability to work under pressure with short deadlines
- Possess initiative and self-reliance with ability to work independently or as a team member
- Advanced experience in designing, creating and editing reports, newsletters, brochures, advertisements and other print materials
- Demonstrated experience using relevant graphic design software applications (Adobe InDesign, Photoshop, Illustrator), website content moderation systems

and social media. Experience in video production/editing and Premiere Pro/Final Cut an asset

- Must be willing to work after hours and on weekends, as required
- Possession and maintenance of a valid, unrestricted Ontario Driver's License, minimum Class "G"
- Must be able to supply own vehicle

As a condition of employment, the City of Oshawa will require successful candidates to undergo a Criminal Records and Judicial Matters Check.

Please apply online at <https://oshawa.jobs.net/en-CA/search>

Please be advised that position location as noted is at the time of posting and is subject to change, as required due to operational needs.

We would like to thank all applicants however, please note that only those selected to attend an interview will be contacted and all other applicants will be kept on file. Applicants are advised that written, oral and practical testing may form part of the selection process.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The City of Oshawa promotes the principles of diversity, equity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. The City of Oshawa encourages applications from women, Indigenous Peoples and persons of all cultures, ethnic origins, religions, abilities, ages, sexual orientations, and gender identities and expressions.

The City of Oshawa will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. If you require an accommodation during the recruitment process or assistance with the application process please contact us at humanresources@oshawa.ca or 905-436-5666. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.