



Communications Coordinator

As our Communications Coordinator you will be the person who crafts the voice and image of the Town of Olds, building trust, by ensuring reliable and clear communication. In this position you will regularly see the direct impact you have on residents and visitors to our community. Every day you will manage and create the flow of accurate, on-time and easily understood information through traditional communication channels such as the local newspaper, radio station and website and multiple social media channels. To be successful in this position you must have a balanced background of creative and analytical experience, to be able to manage multiple projects related to communication and take those ideas from concept to execution. The person in this role must have a deep understanding and appreciation that they have a key role building towards the goals and vision of the Town of Olds.

Located on the Highway 2 corridor, the Town of Olds has a population of just under 10,000 people and is home to Olds College of Agriculture & Technology. Our community is fortunate to have robust leisure, cultural, and recreation amenities and a strong commercial and industrial sector, all of which make us the regional hub for approximately 35,000 people. We are a community on the grow and need ambitious and self-directed individuals to help the Town serve the community and the region. Council recognizes the importance communication plays in a healthy organization and community. One of Council's strategic goals is to actively communicate and engage through open dialogue.

We are seeking a person with ...

- A fantastic eye for detail and design in a communications context.
- Previous experience in corporate or professional communications.
- Experience using the programs within the Adobe Creative Suite, specifically InDesign and Illustrator
- Website management and best practices knowledge.
- The ability to manage multiple social media channels effectively.
- The desire to improve and streamline processes.

A detailed job description can be found on the Town of Olds website at www.olds.ca/careers

The wage range for this position is \$39.25 - \$44.40. Annual salary based on a 37.5-hour work week. This position includes health benefits and participation in the Local Authorities Pension Plan (LAPP). Interested parties are invited to send a cover letter and resume outlining their qualifications by January 15, 2024, at 8:30 am to:

Human Resources
Town of Olds
4512 46 Street
Olds AB T4H 1R5
Fax 403.556.6537
E-mail: hr@olds.ca

The Town of Olds thanks all applicants, but only candidates selected for an interview will be contacted.