



## COMMUNICATIONS OFFICER

### The Job

We are seeking a talented individual to join our team as a Communications Officer, where you'll play a key role in shaping our organization's messaging and engagement strategies. In this role, you'll be responsible for assisting in the development of communication efforts across the organization, providing support in creating internal and external communications, materials, and messaging.

Your responsibilities will also include monitoring and updating website content, managing statistics, and utilizing electronic tools to maintain an engaging website presence. You'll be instrumental in maintaining and developing other communication tools such as the Mobile App and Social Media platforms.

You will support internal messaging, department updates, and Town publications, ensuring that stakeholders are informed and engaged, as well as coordinate online postings to ensure accurate and timely release of information. This role includes attending council meetings to oversee the management of the Council Live Stream system. Your creativity will shine as you design graphic materials for departments and assist in the development of Town publications, ensuring that communication materials are visually appealing and cohesive.

### The Candidate

You possess a blend of strong written and verbal communication skills, attention to detail, creativity, and adaptability. You thrive in a collaborative, fast-paced environment and possess excellent attention to detail and organizational skills.

Join us in our mission to effectively communicate with our community and stakeholders. If you're ready to make a difference, apply now and become part of a dynamic team dedicated to meaningful communication.

### About the Town of Edson and our team

Edson's growth over the years is based on the rich natural resources in the region. We have a steady and viable economy now and into the future. Enjoy the vast and beautiful trail system throughout the community, take in some local history at the Galloway Station Museum, enjoy some of the great recreation and culture programs offered through our Community Development team, and embrace a lifestyle that lets you reconnect with the things that matter the most.

We may be biased, but we think that our team is really special, and we are looking for the right fit! Every person with the Town of Edson works with a community pride that is hard to replicate elsewhere. Working with this team is so much more than bringing a skill, it is bringing a passion and dedication to the service you deliver while taking pride in what you do every day.



## What do we offer?

### Compensation

The wage range for this position is \$65,400 to \$79,400 per year, however, this is negotiable for the right candidate. Candidate placement within the range during the first six months on the job is dependent on experience.

### Benefits

This position also offers a robust benefits package, which includes:

- A generous vacation package
- A \$400/year Active Living Allowance
- Sunlife benefits through Alberta Municipalities, and
- An excellent defined-benefit pension plan through LAPP

## How do you apply?

Kindly submit your resume along with a cover letter that outlines your professional background, fundamental values, and the driving force behind your decision to pursue this opportunity.

Please note that we will actively screen applications for this role and interview as suitable applicants are identified. This posting will remain open until May 9, 2024.

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**Please send your cover letter and resume to:**

Email: [humanresources@edson.ca](mailto:humanresources@edson.ca)

Be sure to quote Competition Number: EDSOM-202410