



Communications and Marketing Advisor

Permanent, full-time – 35 hours per week

\$86,966.88 - \$108,708.60 / annum

At the City of Leduc, our mission is People. Building. Community. We offer a collaborative and dynamic workplace where our values of Teamwork, Service, Respect, and Leadership guide our conduct and contribute to a healthy culture. If you would like to work as part of a progressive organization and are committed to public service, then this may be the opportunity for you.

Come work with us!

We are currently recruiting a permanent, full-time **Communications and Marketing Advisor** for our Communications and Marketing Services (CMS) department. The CMS department is an integrated team of twelve that provides communications (both internal and external), digital channel management and development, creative services and promotion services.

What is the opportunity?

The Communications and Marketing Advisor reports to the Manager, CMS and is one of three senior communications experts who provides strategic communications and marketing advice to divisions and departments across the organization, supporting the Council Strategic Plan, the Corporate Business Plan, and the CMS Strategy. This position has a focus on internal communications and change management.

What will you do?

- Serves as the senior communications advisor for the Corporate Services and Finance divisions fostering sound relationships and providing strategic communications support.
- Consult with the program leads on assigned projects to gather information, prepare communication plans and develop relevant, compelling, and easy-to-understand content that engages the intended audience and builds trust.
- Support organizational change initiatives with strategic communications advice, following through on development of materials and implementation of plans.
- Plan, prepare, write, edit, produce, and distribute materials, including key messages and FAQs, news releases, media advisory, announcements, website content, advertising copy, social media content, speaking notes, etc. for various internal and external audiences.
- Measure and report on campaign outcomes.
- Contribute to CMS department projects that advance the communication function within the organization.

What do you need to succeed?

You are an ideal candidate if you have the following:

- Post-secondary degree in communications, marketing, journalism, advertising, public relations, or a related field, or a diploma with a similar focus complemented by working experience
- Minimum of five (5) years of advisory and consultative experience in communications
- Experience advising, engaging and collaborating with senior-level management
- Excellent verbal, writing, editing, and proofreading skills
- Demonstrated experience developing and implementing professional, engaging, strategic, and impactful messages through a variety of media
- Experience working in municipal government is considered an asset
- Experience working in internal communications is considered an asset
- Experience and/or training in change management is considered an asset
- Proficiency in a Windows-based environment including the use of the Microsoft suite and Cloud-based platform

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- Competitive salary
- LAPP pension
- Comprehensive health, dental and wellness benefits, including a healthcare spending account
- Annual City of Leduc recreation pass, including access to free drop-in programs
- Professional development opportunities
- Flexible work arrangements, including a hybrid work environment and participation in an attractive Earned Day Off program
- Starting at 3 weeks' vacation per year
- Free parking

Successful candidate must be willing to provide a current Criminal Records Check at own expense.

To apply, please visit our website at www.leduc.ca/careers

Competition closes at 11:59 pm (MT) on October 3, 2024. This competition may be used to fill future vacancies at the same or lower classification level. Due to the high volume of resumes received, we are not able to respond to individual phone calls. We thank all applicants for their interest; however, only those selected for interviews will be contacted