

## The Municipality of Strathroy-Caradoc - Full-Time Job Opportunity

# Communications Coordinator

The Municipality of Strathroy-Caradoc is looking for someone who shares our values of teamwork, respect, honesty and commitment. You will be joining a team of dedicated, professional and committed co-workers, willing to go the extra mile to serve residents and ratepayers. Our mission is to lead and serve our communities by pursuing opportunities, leveraging partnerships and managing our resources to achieve growth. The bar is set high, but we strive to reach it together.

If you are looking for an opportunity to learn and grow and promote positive change in a friendly, safe environment, we'd love to hear from you!

### **Strathroy-Caradoc... Urban Opportunity, Rural Hospitality.**

The Municipality of Strathroy-Caradoc is currently accepting applications for one (1) full-time permanent "Communications Coordinator."

#### **Position Summary:**

Reporting to the Director of Legal & Legislative Services, the Communications Coordinator is responsible for coordinating the communications and marketing initiatives for the Municipality, including content development, social media management, graphic design, and a wide range of communication services support.

#### **Goal Statement:**

As a member of the Municipal team, each employee is responsible for serving the citizens of Strathroy-Caradoc by meeting the ratepayers' needs and expectations, as articulated by Council, by striving to be the best in everything we do through attitude, training, and creativity, and for representing the Municipality as a strong, integrated organization dedicated to quality, sustainable and viable services.

#### **Duties and Responsibilities:**

- Provides communications and administrative support to the Municipality in regards to internal / external communications.
- Co-ordinates the preparation and delivery of communications plans, news releases, presentations, reports and correspondence.
- Creates, edits, formats, revises, and proofreads a wide range of communications.
- Prepares communications, including social media content, featuring the Municipality's news, events, strategic initiatives, programs and services.
- Creates, coordinates and maintains a communications calendar with scheduled media releases, advertising campaigns, publications, public relations activities, and events.
- Ensures the Municipality's website and social media channels have regular, quality content posted featuring news, events, strategic initiatives, programs and services.
- Identifies opportunities and attends at events to photograph and create communications.
- Prepares communication materials in compliance with AODA legislation and guidelines.
- Prepares graphic designs, displays, promotions, photographs, and other related material as directed by the Director of Legal and Legislative Services.
- Provides graphic design and marketing support to ensure a cohesive look and feel for the Municipality across various social media channels, website and printed communications.

- Researches new and emerging communications and social media trends and makes recommendations for improvements to current practices.
- Monitors media coverage to assess the effectiveness of communication efforts and reports to the Director of Legal & Legislative Services news stories relating to the Municipality of Strathroy-Caradoc.
- Perform other related duties as assigned.

### **Qualifications:**

- 2-year Post-secondary education in Communications, Public Relations, Marketing or other related field.
- Minimum of one (1) year experience in a communications position, preferably in a Municipal setting.
- Proficiency in all aspects of digital and social media, including social media analytics.
- Computer literacy utilizing the Microsoft Office Suite (Word, Excel, PowerPoint, Outlook), Adobe Product Suite (Photoshop, InDesign), and virtual meeting platforms.
- Familiarity with GovStack content management system for website editing is an asset.
- Knowledge of AODA document accessibility (Word, Adobe, Publisher and PowerPoint).
- Political acuity and confidentiality.
- Verbal communication skills including courtesy, tact, discretion, judgment and presentation skills.
- Strong written communications and public relations skills, including research, writing, proof reading, and editing.
- Demonstrated attention to detail and accuracy.
- Ability to work effectively in an environment with multiple priorities and pressures and with minimal supervision.
- Excellent time management, organizational, and project management skills
- Understands and works within the Occupational Health and Safety Act, Regulations, and any Municipal policies and procedures
- Must have a valid class "G" Ontario Driver's licence with a satisfactory driver's abstract.
- A satisfactory Criminal Record Check prior to starting employment.
- Must be legally authorized to work in Canada.

### **Compensation:**

**Wage:** Band 4: \$56,547.40- \$70,688.80 (2024 rates) (Compensation under review)

**Benefits:** Comprehensive benefits package including enrolment in the Ontario Municipal Employee Retirement System (OMERS) defined benefit pension plan.

**Closing Date:** February 3, 2025 @ 4:00pm

*We thank all applicants but only those selected for an interview will be contacted. Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act and will be used only for employment purposes. The Municipality of Strathroy-Caradoc is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.*