

# EMPLOYMENT OPPORTUNITY

## WOODLANDS COUNTY



### Legislative Services & Communications Coordinator, Whitecourt Temporary (1-Year Term)

Competition No: 2025-009

#### About our municipality:

Woodlands County is a rural municipality approximately 150 kilometres northwest of Edmonton, with an area of 7,668 square kilometres. The County surrounds the Town of Whitecourt and includes the hamlets of Blue Ridge, Goose Lake, and Fort Assiniboine. With a population of over 4,550 people, Woodlands County is a thriving natural playground, welcoming families, businesses and tourists alike to experience and enjoy all there is to offer.



**Submit your cover letter and resume by referencing the competition number.**

We thank all applicants for their interest. Only those selected for interviews will be contacted.

#### Position Type

Temporary  
Full-time (36.25 hours/ week)

#### Hours of Work

Monday to Friday  
8:15 am - 4:30 pm  
Some evenings and weekends required

#### Competition Close Date

Open until Filled

This one-year term position provides expertise to guide Woodlands County's communications plan and administers Woodlands County's legislative services. This role ensures the development of communications strategies, creates strategic messaging and develops visual identity standards with the support of the Communications Assistant. This role provides legislative, procedural and administrative advice and services including researching regulatory and legislative requirements to ensure the County's actions remain compliant.

#### Functional Responsibilities:

The position is responsible for:

- Support the development, approval, communication and monitoring of County bylaws, administrative policies and procedures and legislative programs.
- Responsible for conducting municipal elections, by-elections and censuses.
- Administer Commissioners of Oaths for the municipality and public requests.
- Attend Council meetings ensuring meetings are conducted according to the Municipal Government Act and Council's Procedural Bylaw.
- Assume a Public Information Officer role in media and public relations during emergencies, coordinating clear, effective and timely communications, providing direction and advice on crisis communications.
- Plan, develop and implement communications strategies, programs and tools to promote and enhance a positive Woodlands County image.
- Create, implement and oversee the communications plan to promote the County's programs and services through various media including publications, enhanced digital and social media.
- Accurately manage media relationships in accordance with Woodlands County communication strategies and policy through the Communications Assistant.
- Provide specialist input into strategic planning and implementation, public relations, organizations reputation, branding, marketing and issues management.
- In collaboration with relevant staff and stakeholders, develop public relations, communications plans and messaging for key initiatives including assisting with the preparation of public notices from all Woodlands County departments.

#### Functional Requirements:

- Strong competency in all Microsoft Office applications
- Proven multi-tasking, time management, and organizational skills
- Ability to work independently with minimal guidance and in a team setting
- Highly motivated with a proactive approach to projects and on-going tasks

#### Qualifications & Education Requirements:

- Bachelor's degree in public relations, communications, journalism, marketing, or other suitable field.
- Experience working in municipal government environment considered an asset.
- Excellent communications and public relations skills with an awareness of political matters in public administration.
- Exceptional customer service skills with the ability to maintain confidentiality and diplomacy.
- Possess a valid Class 5 driver's license.

#### Contact Us

p. 1-888-870-6315 e. [hr@woodlands.ab.ca](mailto:hr@woodlands.ab.ca)  
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