

## COMMUNICATIONS ASSISTANT

The City of Camrose is seeking an energetic, highly motivated and reliable individual to fill the role of Communications Assistant. Reporting to the Manager of Communications this position will provide administrative and operational support to the Communications department, assisting in the implementation of the City of Camrose's internal, external, and strategic communication initiatives.

### FUNCTIONS/DUTIES (but not limited to):

- Assist in drafting, editing, and proofreading communications materials, social media posts, website content, brochures, and media releases.
- Create and assist with the design needs of the department, including Annual Reports, Print and Digital Advertising, ensuring brand identity and voice are maintained
- Maintain and update the City's websites and social media platforms with current and engaging content.
- Monitor social media accounts and online platforms, responding to comments and messages.
- Capture and organize photos and videos for use in City communications and marketing materials.
- Help coordinate community engagement activities, including surveys and open houses.
- Maintain department files, databases, and catalogues, including a library of images, videos, and publications.
- Provide support for public events and community engagements when required.
- Respond to internal/external requests, directing and dealing with enquiries as appropriate.
- Support crisis communication efforts as needed, including drafting or disseminating emergency information.
- Monitor media coverage and prepare summaries of emerging issues or public sentiment.
- Perform other related duties assigned by the Manager of Communications.

### QUALIFICATIONS:

- Degree or diploma in Communications, Public Relations, Journalism, Business Administration, or related field.
- 1-3 years of experience in a communication role; experience in a municipal setting is considered an asset.
- Exceptional written and verbal communication skills with strong attention to detail and high accuracy.
- Proficiency in social media management, and content creation.
- Working knowledge of web design, and website management.
- Advanced proficiency in Microsoft Office (Word, PowerPoint, Excel).
- Ability to maintain confidentiality, professionalism, and sound judgment in sensitive matters.
- Strong critical thinking, problem-solving, organization, and planning skills.
- Effective time management skills with the ability to prioritize tasks and meet critical deadlines under time constraints.
- Adaptability to work independently or collaboratively as part of a team.
- Knowledge of graphic design tools (Adobe Creative Suite knowledge an asset).
- Photography and videography skills and experience considered an asset.

**HOURS OF WORK:** Hours of work are typically 8:00 a.m. to 4:30 p.m. Monday through Friday with occasional attendance at functions outside of work hours.

**SALARY & BENEFITS:** The City of Camrose offers competitive salary, attractive benefits, and a positive work environment. The starting salary for this position will be dependent upon the qualifications and experience of the successful candidate.

**APPLICATIONS:** Individuals interested in this position are invited to submit an application package that includes a cover letter, resume, and 2-5 portfolio samples showcasing their work to the address below or in person by March 19, 2025 at 4:30 p.m. If applying by e-mail, please ensure the position title is included in the subject line. ***We appreciate and consider all applications; however, only candidates selected for interviews will be contacted.***

### CONTACT:

City of Camrose, Attention: Manager of Communications  
Mailing Address: 5204 – 50 Avenue, Camrose, AB T4V 0S8  
P: 780.672.4426 | F: 780.672.2469 | E: [hr@camrose.ca](mailto:hr@camrose.ca) | W: [www.camrose.ca](http://www.camrose.ca)