



Make working for
The City work for you.



Communications Team Supervisor

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join [The City of Calgary](#). City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance, promote physical and psychological safety, and offer competitive wages, pensions, and [benefits](#). Together we make Calgary a great place to make a living, a great place to make a life.

The City is committed to fostering a respectful, inclusive and equitable workplace which is representative of the community we serve. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, inclusion, anti-racism and reconciliation. Applications are encouraged from members of groups that are historically disadvantaged and underrepresented. Accommodations are available during the hiring process, upon request.

Reporting to the Communications Leader, you will lead, coach and mentor a team of communications professionals responsible for internal and external communications. You will act as the key contact for business unit management teams and subject matter experts and help your clients achieve its business objectives through strategic communications. You will advise and coach clients and communicators through issues affecting the business unit and department to protect corporate reputation and meet the needs of Calgarians. In addition, you will work closely with the Communications Leader to ensure alignment with priorities and policies including, but not limited to the Social Media, Media Relations and Public Statements Policy, and Plain Language Policy. Primary duties include:

- Supervise a team of communications professionals to achieve business objectives by providing effective leadership.
- Develop, implement and/or provide oversight of communications strategies and plans that directly support corporate, department and business unit initiatives.
- Collaborate with Customer Service & Communications peers to ensure work aligns with corporate vision and goals and adheres to The City's brand strategies.
- Provide strategic communications advice and support using best practices, and measure and analyze communications strategies.
- Provide team members and clients with strategic communications advice and support through issues.
- Manage budgets, workflow and priorities.
- Manage procurements, contracts and vendor relationships.
- Mentor and coach team members to help them achieve professional success.
- Participate in the rotation of the After-Hours Media Line (approximately three weeks per year).
- Participate on the Crisis Communications Team.

Qualifications

- A degree in Business, Commerce, Communications, Public Relations, or a related field and at least 8 years of related experience which must include strategic communications planning and project coordination.
- Supervisory experience or a proven ability to lead a team (e.g., board of directors) is also required.
- A designation in one or more of the following: Accredited Business Communicator (ABC) or Accreditation in Public Relations (APR) will be considered an asset.
- Experience with crisis communications is considered an asset.
- Skills in problem solving, strategic communications, issues management, political acumen, relationship building, coaching/mentoring, analytical skills, and influencing to bring about change are required.
- Equivalent combinations of education and experience may be considered.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.

Note: Please note all exempt positions at The City are undergoing a compensation review. This means the union jurisdiction and/or salary range listed here may change. [Tell me more](#)

Union: Exempt
Position Type: 1 Temporary (up to 18 months)
Compensation: Level E \$85,135 – 128,548 per annum
Hours of work: Standard 35 hour work week
Audience: Internal/External

Business Unit: Customer Service & Communications
Location: 201 8 Avenue SE
Days of Work: This position works a 5 day work week earning 1 day off in a 3 week cycle.
Apply By: April 11, 2025
Job ID #: 311783

Apply online at www.calgary.ca/careers