

The opportunity

Leduc County is looking for an experienced and highly motivated Communications Coordinator to join our team. Reporting to the Manager – Communications, Intergovernmental and Legislative Services, this exciting opportunity provides strategic communications support to the organization, and is accountable for the promotion and delivery of open, transparent, proactive internal and external communication. Through effectively managing priorities, the coordinator is a key contributor to the achievement of the department's operational deliverables.

About you

You are a team and relationship builder who promotes a safe, collaborative and professional work environment. You are committed to continuous improvement, customer service, innovation and supporting Leduc County's vision of growing a vibrant and spirited community.

If you excel working under pressure, and if forward-thinking, problem-solving, strategic planning and quick adaptability to change is second nature to you, keep reading because we want to hear from you!

What you will do

- Contributes to the development and implementation of the Corporate Plan and assigned department's operational plans.
 - Prioritizes work in a changeable environment.
 - Protects the County's reputation, corporate identity and brand.
- Implements projects and day-to-day work assignments to meet service area deliverables.
- Works with assigned departments to provide strategic communications planning, advice and support to fulfill departmental and organizational objectives.
- Leads media relations serving as Leduc County's primary media contact.
 - Plans, develops and distributes media materials and events, and coordinates media interviews and availabilities.
 - Supports designated spokespeople within departments with strategic messaging and training, as required.
 - Acts as the public information officer.
- Develops, promotes and supports public participation.
 - Plans, advises on, implements and evaluates public participation initiatives to support corporate and departmental objectives in collaboration with the project manager.

- Reports the public participation findings to participants and the public.
 - Communicates the outcomes of decisions to participants and the public.
- Manages the content on Leduc County's website(s) and social media accounts.
 - Evaluates accounts and campaigns, responds to public inquiries and trains staff.
- Purchases good/services on behalf of the county, within their assigned authority, ensuring efficient, responsible use of funds.
- Develops and recommends administrative directives and procedures, adhering to applicable legislation.
- Plans and implements projects that fall within the communications function.
- Researches and carries out special projects, studies and reports as assigned.
- Monitors and responds to advertising requests, develops print, radio and social media advertisements and coordinates the submission of advertisements to various channels.
 - Plans, coordinates, writes, designs and edits internal and external communications materials.
- Strives to continually enhance the quality and delivery of services through efficiencies and innovation.
- Adheres to guidelines as set out in Leduc County's policies and administrative directives.
- Accountable for working in compliance with the *Alberta Occupational Health and Safety Act*, Regulation and Code and participation in the Health, Safety and Wellness Program.
- Performs related duties as required.

What you need to succeed

Must-have

- A diploma in communications, public relations, journalism or related discipline.
- Five (5) years of experience in communications is required, with the ability to explain or elaborate on technical or conceptual information and, through a variety of tools, communicate information to a diverse audience.
- The ability to deliver presentations, and prepare clear, concise reports.
- Training and proficiency with IAP2, Microsoft Office suite of tools, Adobe Creative Suite, and spreadsheet applications.
- A service focus with strong verbal and written communication skills.
- Experience working with teams.

Nice to have

- Membership with a professional society such as the Canadian Public Relations Society (CPRS) or International Association of Business Communications (IABC).
- Experience with the Canadian Press style and social media platforms.
- Familiarity with municipal operations and knowledge of rural communities.

What's in it for you

Our leadership team values your voice, input and is committed to your growth and success. We are committed to be our best and hire the best!

We offer a competitive annual salary of between \$81,631.00 and \$102,039.00, flexible work options that includes: a one day/week hybrid work from home; Earned Day Off (EDO) program and others, a 100% employer-paid comprehensive benefits package, municipal pension plan, and a starting three-weeks vacation allocation.

The opportunity is permanent full-time and is 35 hours per week scheduled Monday to Friday, with some extended hours to meet operational requirements. The office is located at 101-1101 5 St. Nisku, AB.

How to apply

Applications must be submitted via our website leduc-county.com to be considered.

We thank all applicants however only those selected for an interview will be contacted.