

COMMUNICATIONS ADVISOR I

Position ID: J1125-0032

Job Type: Full Time

Department: Corporate Communications

Number Of Positions: 1

Min Salary: \$40.56/Hour

Max Salary: \$50.70/Hour

Posting Closing Date: November 24, 2025

As one of the fastest growing cities in Alberta, the City of Airdrie is a recognized leader in building a vibrant and sustainable community through innovation.

At the City of Airdrie, incredible opportunities happen every day in a flexible work environment that is tailored to each department. Our inclusive culture and values create a workplace where we welcome aspiring, driven and creative individuals to help us accomplish our business and community goals. We are supportive of one another, and we have fun while we serve our community. We are passionate about improving the lives of our residents through care and respect; that is the foundation of our organization. At the City of Airdrie, we learn, grow and accomplish great things together. We're proud to foster a workplace culture built on dedication, teamwork, and genuine care. Our commitment to creating a positive environment is reflected in our employee feedback from the 2025 Employee Engagement Survey, with 92.8% of employees saying they enjoy their work, and 92.6% feeling equipped with the resources they need to stay safe on the job.

If you have a passion for building a better community and are ready to join the excitement, we'd love to hear from you!

The Opportunity:

Communications Advisors create an engaged and informed public, staff and Council by providing communications strategy and support to City of Airdrie departments, while strengthening the reputation of the City of Airdrie. The Communications Advisor position provides strategic communications advice and plans to departments within the City to support their business plan, Council's strategic priorities and the City's corporate priorities. This position partners, provides and delivers media relations, social media, marketing, brand, public engagement, and crisis communications through a variety of platforms and mediums in collaboration with business units.

Responsibilities include:

- Proactively identify and manage issues to maintain the reputation of the City. Work to ensure the City's visual identity is maintained through the corporate visual identity standards, key messages and corporate writing standards
- Provide strategic communications advice and plans to departments within the City to support their business plan, Council's strategic priorities and the City's corporate priorities.
- Use creativity and technical skills to conceive, develop content and provide design guidance for tactics derived from communication plans including publications, print and radio advertisements, online communications, corporate videos and education campaigns
- Maintain communication channels (i.e. website, and social media). Generate, edit and maintain online and social media content in support of communications plans and projects
- Manage media relations efforts, such as media monitoring, drafting news releases, organizing media events and coaching departmental spokespeople
- Plan and facilitate public engagement activities and corporate event management, such as, grand openings for new capital projects
- Building and maintaining excellent relationships with departments, understanding their needs and their

audiences

- Provide support to the Public Information Officer (PIO) in the Emergency Operations Centre (EOC)

You Bring:

- Degree in Communications, Public Relations or Marketing
- Not required, but the following would be considered an asset:
 - CMP (Communications Management Professional) or ABC (Accredited Business Communicator)
 - Incident Command System (ICS) 100 or more
 - Basic Emergency Management (BEM)
 - Public Information Officer (PIO)
- Minimum of 5 years' experience in communications
- Experience developing and executing strategic communications/marketing campaigns
- Digitally savvy with experience in social media content management on behalf of an organization
- Municipal government experience would be an asset
- Knowledge of Airdrie would be an asset
- Knowledge and experience as a Public Information Officer (PIO) and other crisis-related experience would be an asset.
- Exceptional written and verbal communication skills with proven creativity in crafting content
- Excellent interpersonal skills with the ability to build professional rapport and work collaboratively with client groups
- Exceptional time management skills
- Ability to work under pressure and manage multiple projects and competing priorities
- High degree of professionalism, initiative, independence, confidentiality, tact and diplomacy

We Offer:

Along with a competitive compensation program and City paid health and dental premiums, this position also includes:

- Excellent health, dental, paramedical and benefits plan
- First-in-class pension plan
- Career development and tuition reimbursement
- Employee discounts, gym membership, social events and health & wellness initiatives

Continuous learning through training and development is encouraged as are flexible work arrangements, when possible. We recognize that our people work best when they feel engaged in their environment and appreciated for their efforts and our overall benefits package reflects that.

Additional Information:

This full time position (37.5 hours per week) includes a comprehensive benefits and pension package.

Next Steps:

Candidates are invited to apply online at www.Airdrie.ca. We only accept resumes and additional application documents through our online recruitment system. In-person applications, email or other online forms will not be considered.

If you require an accommodation during any part of the application or hiring process, please contact us at careers@airdrie.ca and we will work with you to meet your needs.

The City of Airdrie is committed to fostering a workplace culture where belonging, equity, accessibility, and diversity are deeply ingrained into all parts of the City, where employees feel they belong, are treated with respect, and where everyone can thrive and contribute to the City's success.

Postings close at 9 p.m. on the closing date listed in the posting. We recommend applying as soon as possible as we are not able to accept late applications.

Please review the job competition carefully and be sure to attach any specifically requested documentation in the My Documents section of your application.

Interviewing and hiring may commence prior to the posted closing date.

Thank you for your interest in the City of Airdrie.