



Public Relations and Media Lead External Posting

Job Title: Public Relations and Media Lead

Department: Prince Albert Police Service

of Positions: One

Reports To: Chief of Police

Position Type: Permanent, Full-Time – Out of Scope (Excluded from the Collective Bargaining Agreement)

Position Overview

Under the direction of the Chief of Police, the Public Relations and Media Lead is responsible for strategic communication planning, media relations, and corporate communications for the Prince Albert Police Service.

Key Responsibilities:

- Develop, design and maintain the Prince Albert Police Services website and social media platforms;
- Implement advancements in technology and social media trends;
- Professionally collaborate and be the primary point of contact for professional media partners;
- Responsible for strategic communication, corporate communication and corporate event planning and participation;
- Stay current on policing and community issues and competently research information and issues to support the Service;
- Plan, develop and implement internal and external communication strategies;
- Respond to media inquiries, and conduct interviews with professional media partners;
- Gather and analyze information to identify messages and develop responses;
- Provides advice to the Executive on strategic and corporate communication;
- Advises the Executive on public communication regarding high profile, controversial or sensitive incidents;
- Prepares, coordinates, distributes and retains news and media releases, public safety messages, and corporate announcements;
- Prepares annual reports, weekly internal newsletters and other reports as required;
- Coordinates news conferences and prepares speaking notes for the Chief and Deputy Chief of Police or their designate;
- Coordinates and conducts media relations at the scenes of major incidents;
- Prepares statements, features and technical articles on police activities, public education and human interest stories to enhance the professional image of Prince Albert Police Service;
- Maintain effective working relationships with employees and community partners;

- Any other duties as required or assigned.

Desired Qualifications Include:

- Post -Secondary degree, diploma or certificate in communication or a related field;
- Three years' experience in a progressively responsible communications role, media analysis and/or strategic communication;
- Experience building relationships with communities and external agencies;
- Photography and videography skill preferred;
- Experience with media editing programs and promotional graphic design preferred;
- Knowledge and understating of political issues at a local, provincial and federal level;
- Superior ability to communicate clearly, concisely and effectively, both verbally and in writing;
- Proven ability to organize, prioritize and meet deadlines when critical events occur;
- Ability to obtain and maintain security clearance;
- Positive attitude and commitment to team work;
- Self-driven and ability to work within deadlines with minimal supervision;
- Ability to maintain confidentiality.

Hours of Work

Core hours are **Monday to Friday, 8:00 a.m. to 4:45 p.m. (7.75 hours per day)**, with **every third Friday off**. Flexibility is required due to the nature of the work.

Additional Information

The Prince Albert Police Service is an equal opportunity employer.

Qualified applicants must be successful in background and security checks.

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

Application Deadline

Applications must be received by **10:00 a.m. on March 16, 2026**.

Please submit a resume to:

Angela Dumont

Human Resource Manager

Email: adumont@papolice.ca

Mail or in person: Prince Albert Police Service - 45 15th Street West, Prince Albert, SK. S6V 3P4