



Now Hiring: Communications Advisor

Join a team that prioritizes public service and where your work will make a meaningful impact within the community. Parkland County believes in the power of teamwork, approaching challenges with a solution-focused mindset, demonstrating a commitment to respect in all we do and a focus on safety for employees and all those we serve. If you share these values and are ready to contribute to a dynamic organization, we encourage you to consider this opportunity.

Job Posting:	#26-79	Status:	Temporary, Full-time
Posting Closes:	October 1, 2026 at 4:00 p.m.	Schedule:	35 hours/week (7 hours/day) Working from approximately October 2026 to April 2027

Working within the Communications & Customer Service department and reporting to the Supervisor, Communications, this position works closely with Council and all levels of County staff to plan, develop and implement effective and service-focused communications through timely, accurate and integrated communications of the County’s plans, policies, programs and activities. The Communications Advisor is responsible for managing the County’s digital channels, including the website, intranet, and social media in addition to assisting with content creation, public engagement, media relations, and issues management.

The ideal candidate for this position will have the following:

- Post-Secondary Diploma in Communications, Public Relations, or related field.
- Minimum of two (2) years of experience in corporate communications, preferably in a public sector or municipal organization.
- Membership with the International Association of Business Communicators (IABC) or the Canadian Public Relations Society (CPRS) is considered an asset.
- Familiarity with the Protection of Privacy Act (POPA), Access to Information Act (ATIA) and the Municipal Government Act (MGA) is preferred.
- Experience managing a corporate website using a content management system.
- Excellent interpersonal, public speaking and media relations skills; writing, editing, proofreading skills; and organizational, time management and problem-solving skills are required.
- Computer proficiency including Microsoft Office Suite, Adobe Creative Suite and content management systems is required.

Requirements:

- Ability to primarily work in-person at Parkland County Centre – 53109A HWY 779, Parkland County, AB.
- Must be able to participate in an on-call rotation approximately once every three (3) weeks.
- A valid class 5 driver’s license and current, satisfactory driver’s abstract provided upon hire.
- A satisfactory Criminal Record Check is required upon hire, excluding candidates under the age of 18 and current Parkland County employees.
- Must be legally eligible to work in Canada.

In addition to an organizational priority for employee well-being, satisfaction and development, including access to an on-site gym, an Employee Family Assistant Program, free onsite counselling services, a social club, a health, safety and wellness committee, and comprehensive training and development opportunities, this position will be eligible for:

A Starting Salary of:	\$83,100 to \$93,500 per year	Max Salary Potential:	\$105,200 per year
Benefits Including:	Blue Cross Extended Health and Dental		
Work/Life Balance:	Option to join the Earned Day Off Program Vacation entitlement starting at 3 weeks Birthday off with pay Flexible work arrangements including option of one remote day per week		

Application Details:

Interested candidates are invited to apply online at parklandcounty.com/Careers. Applications will only be considered through the Parkland County website.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted. Applicants from this posting may be considered for vacancies of the same position for up to three months after posting closure.

We are committed to fostering an inclusive workplace that welcomes, respects and values the multivariate diversity of current and prospective employees. We strive to provide reasonable access and accommodation throughout the recruitment and employment process. If you have any questions regarding this, please connect with our team at humanresources@parklandcounty.com.