Manager, Internal Communications

Job ID: 3780
Openings: 1
Jurisdiction: Out of Scope
Division: Communications, Service Regina & Tourism
Department: Strategic Communications & Customer Service
Location Name: Regina, Saskatchewan, CA

Type of Posting: Internal & External
Employment Type: Term up to 18 months
Annual Salary: $105,556.00 - $140,738.00

Date Posted: November 16, 2026
Closing Date: November 29, 2026

Land Acknowledgement
We are proud to reside on Treaty 4 Territory and the traditional lands of the Cree, Saulteaux, Dakota, Nakota, Lakota, and Métis Nation, honoring and respecting these Nations and ancestors of this territory and grateful to be here. Regina is committed to building trust and creating true partnerships with Indigenous peoples.

Equity, Diversity & Inclusion
The City of Regina is an equal opportunities employer dedicated to fostering a respectful, collaborative, inclusive, and barrier-free workplace, allowing everyone to achieve their full potential. We value diversity as a key to our success and encourage all qualified candidates, including Indigenous peoples, people of colour, 2SLGBTQIAP+ individuals of all genders, people of disabilities, and members of equity-deserving communities, to apply.

The City of Regina is committed to ensure accessible and accommodating processes during the application and selection phases. If you need accommodation at any point during the recruitment process, please inform our Talent team and we'll collaborate with you to address your requirements.

Position Summary
Are you a strategic communications leader with a passion for employee engagement and organizational culture? We are seeking a Manager, Internal Communications to lead the City's internal communications function and help connect employees to the organization's vision, priorities and values.

Reporting to the Director, Strategic Communications & Customer Service, you will develop and implement corporate internal communications strategies that inform, engage and inspire employees across the organization. You will lead a team of communications professionals, oversee communication channels and employee engagement initiatives, provide strategic advice to senior leaders and ensure consistent messaging across the corporation. This role plays a critical part in fostering organizational alignment, supporting change initiatives and strengthening connections between leadership and employees.

Key Duties & Responsibilities
- Develop and implement comprehensive internal communications strategies and plans that support corporate priorities and organizational goals.
- Lead the planning, delivery and evaluation of employee communications across the organization.
- Provide expert communications advice and strategic counsel to senior leaders, departments and internal stakeholder groups.
- Oversee the development and distribution of internal communications including employee messaging, intranet content, leader communications and organizational announcements.
- Foster strong relationships across departments and act as a liaison to support collaboration and alignment of communications activities.
- Lead employee engagement initiatives, including town halls, question-and-answer sessions and other internal events that support transparency and dialogue.
- Manage internal communications during organizational change initiatives and corporate issues requiring strategic communication support.
- Monitor communication effectiveness and analyze engagement metrics to support continuous improvement and informed decision-making.
- Lead branch planning, budgeting and resource allocation activities to ensure effective service delivery.

- Provide leadership, coaching, performance management and professional development for branch staff.
- Ensure compliance with applicable legislation, corporate policies and communication standards.
- Perform other related duties as assigned.

Key Qualifications

- Completion of a University degree in Communications, Journalism, Public Relations, Business Administration, English or a related discipline.
- Minimum of seven (7) years of progressively responsible communications experience, including leadership or management responsibilities. Based on the seniority and management accountabilities of the role.
- Demonstrated experience developing and implementing strategic internal communications and employee engagement programs.
- Strong leadership skills with experience coaching, developing and motivating professional staff.
- Comprehensive knowledge of communications planning, change communications, reputation management and crisis communications.
- Strong understanding of budgeting, workforce planning, performance management and operational planning principles.
- Exceptional written, verbal, presentation and interpersonal communication skills.
- Proven ability to build relationships and influence at all levels of an organization.
- Strong analytical, problem-solving and decision-making abilities in complex and politically sensitive environments.
- Knowledge of the Local Authority Freedom of Information and Protection of Privacy Act (LAFOIP) is considered an asset.
- International Association for Public Participation (IAP2) training or certification is considered an asset.

Additional Requirements:

- Successful candidates may be required to provide a satisfactory criminal record check per the City of Regina's Criminal Record Check Policy.
- Proof of education is required.
- Additional assessments may be conducted to evaluate competencies, skills, and knowledge.

At City of Regina, we offer competitive compensation, health and wellness benefits, and growth through educational support and in-house courses. If you're passionate about public service and making a difference, apply now!
For detailed job descriptions, CBAs, and application tips, visit our Applicant & Job Resources page.

Note: Only applications submitted via our online application system are accepted