



Communication Specialist

Contract position
June 15, 2019 – December 31, 2020 (18 months)
35 hours per week

Summary of Duties:

Reporting to the Manager, Strategic Initiatives the Communication Specialist is responsible for taking the lead on implementing the tactics associated with the Corporate Communication Strategy.

Major Responsibilities:

- Implement the Corporate Communication Strategy solutions and tactics. This can range from quick tasks that require hours of work to leading large scale projects that take months to complete.
- Administer the corporate social media accounts for the Town.
- Coordinate media relations for the Town and maintain relationships with media partners.
- Be aware of and bring forward new and existing tools and programs that help to keep the Town in the forefront of communications.
- Administer the Town website, overseeing and approving departmental content changes.
- Conceptualize, design communication materials including signage, brochures, logos, graphics and more for the organization, or source and manage external design vendors.
- Coordinate public engagement campaigns including surveys, polls, contests and other tools to promote effective two-way communication.
- Ensure that corporate communication standards are met by reviewing design and communication material produced by departments.

Requirements:

- Degree or diploma in communications, media studies, marketing, public relations, journalism or a related field or experience
- Ideally related work experience in communications
- Experience in managing social media platforms for business or non-personal use

Salary Range: \$60,098 - \$68,293
depending on experience and
education

If you are interested in this opportunity please complete the application form and attach a copy of your resume.

Application deadline: **May 14, 2019 noon**

In accordance with the Ontarians with Disabilities Act, 2005, The Town of Saugeen Shores will make every effort to accommodate applicants with disabilities in its recruitment process. Please advise us of any accommodation measures you may require during our hiring process. Information received relating to accommodation needs of applicants will be addressed confidentially.