

Communications Coordinator

If you don't yet know how amazing the Town of Peace River is, it's probably because you haven't told that story yet.

The Town of Peace River is looking for an energetic, forward-thinking, and personable communications guru interested in trying new things, taking (measured) big swings, and having a major impact on an organization and community.

Reporting to the Chief Administrative Officer, the Communications Coordinator is focused on fostering and maintaining a positive public perception of the Town, its Elected Officials, and Administration, while raising the level of respect for municipal government through public engagement, information sharing, content creation, and storytelling, as well as in managing internal communications.

Working in collaboration with external communications and marketing expertise, the Communications Coordinator will develop, implement, and manage internal and external communications plans and strategies, while telling our story in multiple ways – including through traditional and digital media, the Town's website, and through video and photography.

Qualifications and Skills

If you think you're up to the task, we want to hear from you. If you're a game-changer with a communications background, you could be the right fit! That said, there are some qualifications and skills that will probably come with being the right person for the job:

- Completion of a related post-secondary degree (Communications, Public Relations, Journalism) or equivalent experience;
- High degree of creativity, initiative, professionalism, and good judgement;
- Strong command of the English language;
- Able to deal with members of the public, including those who may have some very strong opinions;
- Experienced in logistics for event planning;
- Proficiency with digital cameras (photography experienced preferred);
- Time management skills; and,
- Knowledge of local government structures and decision-making processes would be beneficial.

Alright, you've read the position description and think you're the right person for the job. Put together your resume and a cover letter, make sure to quote **Competition #24/006**, and then, send it to hr@peacriver.ca with reference to the role in the subject line.

We're looking to hear from candidates at all levels, from green communications professionals to experienced comms masters. Finding the right fit is more important than the qualifications. If you're creative and think you can help us drive our communications forward in a meaningful way, send us your resume!

The Town of Peace River welcomes diversity in the workplace and encourages applications from all qualified candidates. We thank all participants for their interest; however, only those who are selected for an interview will be contacted.



TOWN OF
PEACE RIVER
ALBERTA

Full Time • Permanent Employment

Salary: \$62,440—\$91,473

Hours: Monday to Friday
8:30 am to 5:00 pm
Evening work as required.

Closing Date: Open until the
right candidate is hired.

What We Offer:

- Your work will have a direct impact on quality of our residents' day to day lives.
- Regular training opportunities to expand your skills and knowledge.
- Short commute to work
- Our leadership team values your voice and input and welcomes feedback.
- A defined benefit pension plan and a competitive health and benefits package. that start from day 1.
- 3 weeks vacation.
- Free gym membership.

Posting Date: January 26, 2024