

POSITION SUMMARY:

The Town of Calmar is seeking a creative and strategic Communications Coordinator to join our team. This key position supports the municipality by leading the development and delivery of communication strategies that inform, engage, and connect with the community.

Reporting to the Director, Corporate Service, the role is responsible for coordinating and delivering a full range of external and internal communications, including municipal news, programs, surveys, services, and Council priorities, while also supporting public engagement initiatives and internal communications across the organization.

KEY RESPONSIBILITIES (include, but are not limited to):

- Contribute to the development and implementation of communications strategies that support Council priorities and enhance public awareness of municipal programs, services, projects, and engagement initiatives.
- Coordinate and maintain communications protocols and support consistent, effective internal and external communications across the organization.
- Maintain and update the Town's website and social media platforms, ensuring timely, accurate, and engaging content, including notices, alerts, and service updates.
- Act as the Town's media liaison by coordinating responses, directing inquiries, and facilitating media opportunities.
- Prepare and coordinate a range of communications materials, including correspondence, press releases, advertising materials, and print and digital content, supporting clear and consistent communication with the public.
- Coordinate communications and campaigns in support of senior leadership direction related to emerging issues, projects, services, and events.
- Monitor media coverage and ensure information related to town business, programs, and decisions is accurate and current.
- Provide administrative and operational support, as required, contributing to the effective day-to-day operations of the department.
- Perform other related duties as assigned.

EDUCATION & EXPERIENCE REQUIREMENTS:

- Post-secondary education in Communications or Public Relations, with a minimum of three (3) years' experience.
- Municipal government communications experience preferred.
- Considerable knowledge of the principles, practices and techniques of communications work, including issues management, public engagement, and media relations.
- Valid Alberta Class 5 Driver's License with reliable transportation.

COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES):

- Proficient in computer applications (MS Office, Teams) and other computer software that may be required to carry out the position, with a willingness to learn new technology.
- Graphic design knowledge, training, and experience.
- Working knowledge of website development, design and functions, including the effective use of social media applications.
- Understanding of public participation principles and communications standards (e.g., IAP2, Canadian Press) is considered an asset.
- Superior written and verbal communication skills, including strong writing, editing, and presentation abilities.
- Excellent interpersonal skills, with the ability to communicate effectively with the public, staff, and external contacts.
- Personal initiative, with the ability to work both independently, and as part of a team.
- Effective and efficient time management and organizational skills.

WORKING CONDITIONS AND PHYSICAL ENVIRONMENT:

- Extensive use of computers, office equipment, and telephone.
- Moderate lifting (no greater than 50 lbs.) and long periods of sitting.

POSITION DETAILS:

- Position Type: Full-Time, Permanent (35 hours/week).
- Hours of Work: Monday to Friday, 9:00 a.m. – 4:30 p.m. (some evening and weekends required).
- Salary Range: \$65,031.88 - \$94,185.43 per annum.

PROCESS:

- Please forward resumes to Heather Bryans, Director, Corporate Services at hbryans@calmar.ca
- This position will remain open until a successful candidate is selected.
- The Town thanks all individuals expressing interest for this position, but only candidates selected for an interview will be contacted.
- Interviews will be initiated as soon as a pool of qualified candidates have been identified.