

Communications Specialist POSTING No. 202050

Come join our team! We are looking for a candidate that shares our corporate values of Honesty, Excellence, Team, Fun, Creativity and Respect. These values are second nature for the successful candidate and are demonstrated in their work and interactions with colleagues and the community.

Reporting to the Director of Communications, this position will provide communications consultation and support for departments across the Corporation including: strategy, planning and execution. The position works with staff to develop client-facing solutions to meet communication, marketing and/or engagement goals to address departmental and corporate program needs. This position will leverage multiple channels, digital and traditional; working in an integrated communications approach with other team members.

Accountabilities:

- Develop and execute strategic communications plans, working with Town staff to support departmental and corporate initiatives
- Create new and relevant content including plain language collateral, media writing, correspondence, website updates, marketing pieces, articles and targeted marketing pieces for a variety of channels (digital and traditional)
- Manage assigned communications projects from inception to completion (budget, timelines, content, design and execution) including public engagement strategies involving research, planning, writing and event management
- Ensure a high degree of service for both internal and external customers, in accordance with Town standards
- Provide support to staff for presentations; assisting with creation and coaching of delivery as required
- Represent the Communications team through participation on committees, task forces and work groups as assigned.
- Provide support through tracking of performance measures, metrics and results.
- Provide back up support to other Communications Specialists and general communications support to the Director of Communications as required
- Provide miscellaneous support as required (e.g. data collation, media lists) and other duties as assigned

You possess:

- Completion of post-secondary education in Communications, Public Relations, or other relevant discipline
- At least five years' experience in developing and implementing strategic corporate communications initiatives with demonstrated success in a government environment

- Demonstrated success, knowledge and skills in communications (internal and external), principles and practices
- Demonstrated excellence in project management skills; ability to juggle multiple projects under tight deadlines and experience working with external vendors and contracted services.
- Innovative, creative and critical thinking skills with well-developed oral and written communications; strong presentation skills and a high attention to detail
- Knowledge of print production and experience with external vendors and contracted services and traditional media
- Proven social media skills and experience working on digital platforms
- Experience in research and data collection and collation
- Networking and relationship skills when dealing with senior management, elected officials, external suppliers, and members of the community
- Experienced in media relations and issues management
- Knowledge of and demonstrated ability in core competencies including customer service, communication, team work, initiative, accountability, and flexibility/ adaptability.
- Strong political acumen, ability to maintain confidentiality and exercise tact
- Valid G license and access to a personal vehicle as daily travel may be required between locations within the Town of Halton Hills
- May require some flexibility in work schedule.

Compensation:

The salary for this position (35 hours per week) is \$72,310 - \$86,085 per annum. This position may require some flexibility in work schedule.

Application:

Qualified candidates may submit a detailed cover letter and resume as a single document, sent in confidence to the Town by 4:30 p.m., October 2, 2020. Please quote Posting No. 202050 on your cover letter.

Email: humanresources@haltonhills.ca

We thank all those who apply, but advise that only those applicants selected for an interview will be contacted. The Town of Halton Hills is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. If contacted for an interview, please advise the Human Resources staff of any measures you feel you need to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.

Personal information is collected under the authority of the Municipal Act, 2001 (S.O. 2001, c.25) and will be used to select a candidate. Questions about this collection should be directed to the Director of Human Resources.

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

905-873-2601 | 1-877-712-2205 | 905-873-2347 (fax) | haltonhills.ca