



## Town of Erin

### *Job posting*

## COMMUNICATIONS & SPECIAL PROJECT OFFICER

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The Town of Erin is currently accepting applications for the position of Communications & Special Project Officer.

Reporting directly to the Chief Administrative Officer (CAO), the Communications & Special Projects Officer will be responsible for creating and implementing communications programmes for the Town via both traditional and online media. Working closely with members of Council and Directors, the Communications & Special Projects Officer will develop, implement and manage internal and external communications plans and strategies. The position is also envisioned to be responsible for developing community relations strategies and public awareness campaigns. The incumbent will serve as the first point of contact for all media enquiries, and will provide communication advice and assistance to the Mayor and Council as is necessary.

Other core functions will include undertaking responsibility for special project management throughout the corporation, including designing and managing special events such as Town Hall meetings, providing communication and planning support to committees, and on occasion assisting with special economic development projects. The incumbent in this position will also provide communication, project and logistical support in the development of corporate strategic initiatives such as the development and implementation of a strategic plan for the Town.

### Position Requirements

#### *Education*

- Successful completion of a University degree in a related field (ex. English, Journalism, Public Relations).
- Additional specialized training typically acquired through obtaining a post graduate diploma or certificate in Communications, Public Relations or Public Administration is highly desirable.

#### *Experience*

- Minimum of 3 years of demonstrated experience in writing and producing various types of communications in a public-sector environment.
- Demonstrated computer proficiency, including software used for websites, social media, print publications, and graphic design.
- The successful applicant will be creative, self-motivated, have demonstrated highly effective verbal and written communication skills.
- Minimum of 3 years of experience in the public sector, preferably in local government.
- Proven ability to manage communication via social media and websites.
- Proficiency with the use of digital cameras, preferably with photography experience.

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The full job description can be found on the Town of Erin website: [Erin.ca](http://Erin.ca)

**Interested applicants may submit their resumes to: [CAO@Erin.ca](mailto:CAO@Erin.ca).**

Resumes will be accepted until 4:30pm, Friday, August 4<sup>th</sup>, 2017.

Hiring will be subject to the successful passing of a Criminal Reference check and verification of education and required certifications. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection. The Town is an equal opportunity employer. Accommodations are available for all parts of the recruitment process in accordance with the *Accessibility for Ontarians with Disabilities Act*.