



Town of Erin

Project Ambassador

Division: Infrastructure Services

Position Title: Project Ambassador

Project: Erin Wastewater Treatment Plant

Position Type: 12 month contract (with potential to extend)

Reports To: Project Manager/Senior Communications Officer

ABOUT THE POSITION

The Town of Erin is a vibrant and growing community located just 45 minutes from Pearson International Airport and we are looking for someone to join our team as our Project Ambassador. Reporting to the Wastewater Project Manager, the Project Ambassador will facilitate communications between residents and the project team, Mayor, council and staff during the Erin Wastewater Treatment Plant (EWTP) construction. The successful candidate will serve as a goodwill marketing ambassador and liaison with residents, businesses and construction stakeholders by monitoring and responding promptly to phone calls, emails, walk-in and/or other forms of enquiries on Dig Erin campaign. This position works closely with the Senior Communications Officer and provides timely updates on communications regarding the Wastewater Treatment Plant, attends public open houses and relates with local media on matters arising on EWTP construction. This position provides other assistance to the Town's Project Engineer as required.

The Town prides itself in service excellence, innovation, and forward thinking. If you are someone who shares those values and thrives in a fast paced environment we want to hear from you!

Position Requirements

- Successful completion of a University degree in Communications, Marketing/Public Relations or equivalent experience in community engagement and customer service related field
- Strong written and verbal communication skills with analytical skills
- Exhibit a lively and friendly demeanor as the project's initial point of contact.
- Demonstrate the skill to navigate challenging situations, resolving issues promptly with public partners, contractors, and clients.
- Ability to comprehend intricate technical information and convey it effectively to various audiences.
- Knowledge of municipal construction would be considered an asset.
- Proven project management experience/PMP designation is considered an asset.
- Must have a reliable means of transportation or own a vehicle.

Working Conditions

- This incumbent in this position will be working out of Town Hall.
- This position is for a 35-hour a week position working Monday- Friday 8:30-4:30, however will be expected to attend Council meetings outside of normal business hours.
- The compensation range for this role is \$65,702 - \$76,840;

Interested applicants may submit their resumes to HR@erin.ca. Resumes will be accepted until 4:00 pm on February 23rd, 2024. We thank all applicants; however, only those selected for an interview will be contacted.

The foregoing represents a reasonable statement of the requirements of this position. 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 of Erin 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.