



Town of
Portugal Cove-St. Philip's

Employment Opportunity

<u>Position Title:</u>	Communications Coordinator
<u>Salary Classification:</u>	Communications Coordinator
<u>Departments:</u>	Economic Development, Marketing and Communications
<u>Status:</u>	Unionized, Term Contract <i>(with possibility of extension)</i>

The Town of Portugal Cove – St. Philip's is seeking an outgoing and enthusiastic individual to join our team as Communications Coordinator to work in the Department of Economic Development, Marketing and Communications. This is a one-year contractual position with a tentative end date of June 1, 2023; there is a possibility of extension for this role.

The ideal candidate is one who reflects professionalism and integrity in all that they do. They are able to easily build relationships with others, both inside and outside the organization, and are a champion of customer service excellence. The incumbent is a stellar communicator (written and verbal) and understands the importance of dealing with confidential and sensitive issues/information in an appropriate manner. They strive to go the extra mile, thriving on the opportunity to identify and implement solutions. The successful candidate understands priority setting in a busy environment and takes accountability for their work seriously.

The incumbent will have a degree or diploma in communications, marketing, public relations, economic development, or a related field coupled with a minimum of three (3) years of experience or any equivalent combination of experience. Experience with graphic design, photography, and/or videography would be considered a definite asset.

The Town of Portugal Cove - St. Philips is an equal opportunity employer.

Knowledge, Skills, & Abilities:

- Knowledge of communication and marketing applications, software and best practices.
- Superior technical and creative writing skills to effectively and efficiently convey information to readers.
- Experience using digital content creation programs (Such as Canva, Photoshop, Final Cut Pro or other digital publishing/video editing software).
- Excellent computer and word processing skills with knowledge of various computer software packages including Microsoft Office (Excel, Word, Power Point, and Outlook)
- Proficient customer service skills as well as a professional manner for dealing with the public is essential.
- Ability to work effectively with community stakeholders.
- Knowledge, collaboration and partnership building experiences to support community economic development.
- Strong verbal communication and presentation skills.
- Strong planning and logistical skills in organizing special events ranging in size, budget and audience.
- Ability to establish and maintain effective working relationships with staff, members of committees and management boards, community groups and the public to effectively convey information.
- High standards of professional ethics and the ability to maintain confidentiality of sensitive information.
- Strong organization and time management skills, with initiative and ability to prioritize assignments.
- Ability and interest in learning new skills and participating in training.
- Ability to work independently on a variety of assigned tasks.

Physical Requirements:

- Generally a comfortable work environment supportive of the necessary office functions that will not place excessive physical demands on the position. There will be a frequent need to spend long hours sitting and using office equipment and computers. The Communications Coordinator may also have an infrequent need to do some light lifting of supplies and materials up to and including 20 pounds, a possible exposure to disagreeable environmental factors such as outside weather conditions when required to perform duties outside of the office environment. There is a potential for exposure to volatile confrontation with various people.

Key Contacts/Relationships:

External:

- Contractors and Consultants
- Municipal counterparts
- Provincial and Federal Department Contacts
- Developers, residents and business owners
- User, special interest and volunteer organizations

Internal:

- All departments and staff up to and including Chief Administrative Officer.
- Mayor
- Committees of Council
- Members of Council

Reporting Structure:

This position reports directly to the Director of Economic Development, Marketing and Communications.

Salary and Benefits:

The rate of pay as per the Collective Agreement.

Pay Scale (*reflective of June 1, 2022*)

Step 1	Step 2	Step 3	Step 4	Step 5
\$29.82	\$31.31	\$32.87	\$34.51	\$36.25

To Apply:

The deadline for applications is **Wednesday, June 8, 2022 at 4:30pm**. Please submit your resume package no later than this date to be considered as an internal candidate.

Employee & Public Relations Administrator

Town of Portugal Cove- St. Philip's

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*If you are submitting via e-mail, please use the subject line:
"Employment Opportunity – Communications Coordinator"*