



Employment Opportunity

Position Title:	Director of Economic Development, Marketing & Communications (<i>Maternity Placement</i>)
Salary Classification:	Employment Contract, Non-Union
Department:	Economic Development, Marketing & Communications
Status:	Senior Management Maternity Leave Placement

The Town of Portugal Cove – St. Philip’s is seeking an outgoing and enthusiastic individual to join our senior management team as Director of Economic Development, Marketing & Communications. This is a Maternity Leave Placement with an anticipated start date in December 2022 and an anticipated contract completion date in February 2024.

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

Qualifications

- Undergraduate degree in commerce, business administration, economics, communications, marketing, or community economic development from a recognized university;
- Minimum of 5 years’ experience in a relevant field;
- Strong understanding of the principles and practices of community economic and tourism development, strategic economic planning, marketing principles and communications;
- Creativity and initiative in project planning and idea generation;
- A valid Class 5 driver’s license for the province of Newfoundland and Labrador, capable of being insured, and maintain continuity, under the Town’s insurance policy as well as produce a clear driver’s abstract.
- Proven track record of strong leadership and managerial experience.

Knowledge, Skills, & Abilities:

- Extensive knowledge of community economic development, strategic economic planning and communications;
- Ability to establish and maintain a professional effective working relationship with other departments and to interact with all levels of employees, Town officials and the public;
- Skilled in report writing, proposal preparation, funding applications, policy and statistical analysis, and research;
- Skills and documented track record in marketing and communications;
- Proficient in the use of industry standard software including graphics and presentation packages and social media platforms;
- Expertise in professional writing, editing and proof reading for all town related publications, including but not limited to media releases, speeches, newsletter, and news article copy;
- Ability to establish and maintain partnerships, work with diverse groups of stakeholders and develop consensus decisions effectively;
- Strong media relations skills including but not limited to handling interview requests, delivery and management of event scenarios, and taking lead role on press events;
- Manage and oversee advisory and ad hoc committees, as well as various community groups;
- Creativity and initiative in generating ideas and projects that will enhance the town's communications processes, marketing initiatives, business and tourism development;
- Ability to manage consultants, preparing progress reports and reporting the same;
- Ability to lead stakeholder sessions and public engagement consultations, chair meetings, and facilitate roundtable discussions with potentially opposing views;
- Ability to analyze, prepare and reconcile budgets and expenditures;
- Ability to clearly communicate information in written, verbal and visual formats;
- Time management skills, ability to set priorities; and strong organizational skills;
- Skills and expertise to manage a team of staff in a unionized environment;
- Ability to exercise sound judgment and discretion in decision making;
- Knowledge of key federal and provincial government department and agencies and applicable funding programs;
- Strong knowledge of current online communications platforms, as well as proficient website management skills;
- Ability to work independently and as part of a team;

Rate of pay:

The salary range shall be outlined in the Director of Economic Development, Marketing & Communications – Maternity Placement employment contract.

To Apply:

The deadline for applications is **Wednesday November 2, 2022 at 4:30pm**. To be considered in the applicant pool you must submit your resume and cover letter to the undersigned no later than this date.

Submit your resume package to:

Human Resources
1119 Thorburn Road
Portugal Cove St. Philip's, NL
A1M 1T6
Fax: (709) 895-3780
Careers@pcsp.ca

*If you are submitting via e-mail, please use the subject line “**Employment Opportunity – Director of Economic Development, Marketing & Communications – Maternity Placement**”.*