



Communications Coordinator Job Posting

The Township of South Glengarry is currently seeking a Communications Coordinator for a one (1) year contract. Reporting directly to the Clerk, the Communications Coordinator is responsible for facilitating the Township's corporate communications initiatives by assisting with the development, delivery and coordination of a full range of communications and marketing strategies, programs, plans and services.

The ideal candidate will have the following experience and preferred qualifications:

- Post-secondary education in Communications, Marketing, Public Relations and/or experience working in a related field.
- Demonstrated experience with the preparation of media releases, newspaper articles, speeches and presentations.
- Excellent internal and external customer service skills.
- Advanced oral and written communication skills, ability to establish and maintain proactive relationships with managers, employees, the public and outside agencies with diplomacy, respect and confidentiality.
- Effective computer skills and practical experience working with website content management systems.
- Thorough knowledge of current communications technology and techniques, including social media.
- Graphic design skills considered an asset.

Qualified and interested candidates must submit their cover letter and resume via email to: Cyndi DeVries, Human Resources Advisor at cyndi@southglengarry.com no later than **August 30, 2019 by 4:00pm**.

In accordance with the "Municipal Freedom of Information and Protection of Privacy Act", personal information is collected under the authority of the Municipal Act, 2001, as amended, and will be used for the purpose of candidate selection.

Accommodations of persons with disabilities are available for all parts of the recruitment and selection process. Applicants need to make their required accommodations known in advance to the Human Resources Advisor, or designate.

We thank all applicants and advise that only applicants selected for an interview will be contacted.

Job Description: Communications Coordinator

<p>The Corporation of The Township of South Glengarry</p>	<p>Job Description</p>
<p>Position Title:</p>	<p>Communications Coordinator</p>
<p>Group:</p>	<p>Non-union Contract</p>
<p>Supervisor:</p>	<p>Clerk</p>
<p>Department:</p>	<p>Community Services</p>
<p>Prepared By:</p>	<p>Human Resources Advisor</p>
<p>Approved:</p>	
	<p>Revised:</p>
<p><u>Job Function:</u></p> <p>Reporting to the Clerk, the Communications Coordinator is responsible for facilitating the Township’s corporate communications initiatives by assisting with the development, delivery and coordination of a full range of communications and marketing strategies, programs, plans and services.</p>	
<p><u>Skills and Qualifications:</u></p> <ol style="list-style-type: none"> 1. Post-secondary education in Communications, Marketing, Public Relations and/or experience working in a related field. 2. Demonstrated experience with the preparation of media releases, newspaper articles, speeches and presentations. 3. Excellent internal and external customer service skills. 	

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4. Advanced oral and written communication skills, ability to establish and maintain proactive relationships with managers, employees, the public and outside agencies with diplomacy, respect and confidentiality.
5. Effective computer skills and practical experience working with website content management systems.
6. Thorough knowledge of current communications technology and techniques, including social media.
7. Graphic design skills considered an asset.

Direction Received/Independent Action:

8. Works independently under the direction and supervision of the Clerk, within regulatory and Township policy guidelines.
9. Performance is monitored by the Clerk through the Township's Performance Management Program.

Working Relationships:

Routine:

10. **Clerk:**
Direct reporting relationship.
11. **Mayor/Council and members of Local Boards:**
Reports on the progress of Communications initiatives.
12. **General Public including residents and ratepayers:**
Provides information and updates to the general public regarding municipal initiatives and issues.
13. **Management Team:**
Works with the Management Team in the development of corporate communications initiatives. Maximizes the Township's utilization of modern communication technologies.
14. **Media:**

Assists the Clerk in responding to requests for information from the media regarding corporate issues, monitors issues at the local, provincial and national level affecting the Township. Exchanges information or disseminate corporate information via the appropriate media to relevant stakeholders.

Non-Routine Contacts:

15. **Other Municipalities:**

Obtains and exchanges information and ideas with other municipalities regarding communications, marketing and promotional strategies.

Duties and Responsibilities:

16. Researches and prepares draft media releases, newspaper articles, speeches and presentations as required, issues approved media releases and fields requests and queries from local media.
17. Assesses nature of media requests and may provide clarification with regard to decisions and policies approved by Council.
18. Coordinates media interviews and monitors and tracks media coverage to ensure that media content and contact information is accurate, current and accessible.
19. Assists the Clerk with the development and maintenance of the Township website and social media pages.
20. Develops content and graphics to be posted on the Township website and social media pages.
21. Writes and edits communications pieces including newsletters, advertisements, tax inserts, brochures, posters, etc.
22. Works closely with departments to develop promotional materials and promote programs, policies and services.
23. Undertakes special projects and performs other duties as assigned by the Clerk, in accordance with Departmental or corporate objectives.

Impact of Errors:

24. May cause deterioration in relations affecting the organization's image. Potential for minor to major financial cost to organization. For example, failure in the following areas could happen:
- Errors in analysis, judgement and in rendering advice could lead to actions resulting in embarrassment, unfavourable public reactions that could seriously impair services to the public and residents and possibly result in litigation and legal costs.
 - Not dealing with the public tactfully could result in reduced levels of cooperation with and confidence from the public.

Physical and Sensory Demands:

25. Muscular and sensory strain combined with sensory exertion is required for moderate periods while working at a personal computer station.

Mental Demands:

26. Review of correspondence and preparation of formal documents performed routinely for prolonged periods with regular continuous requirements to complete priority items.
27. Occasional time factors may affect work pace and results in determining priority tasks and duties in meeting tight timelines. (e.g. calls and inquiries and visits cause occasional interruptions or disruptions including exposure to public criticism while providing services to customers.)
28. Regular requirements for presentation of staff reports or other public presentations at both small and large public meetings/events/training.

Working Conditions:

Hours of Work:

29. Required to work a 7 hour day during normal business hours Monday to Friday.

Overtime:

30. Overtime is compensated as per Township Policy.

Work Environment:

Job Description: Communications Coordinator

31. Spends 70% to 90% of the average work year in private office within a single office building. Remaining time spent travelling outside of the work area to attend meetings as required.

Hazards:

32. Usual hazards consist of slips, trips and falls or strains. Repetitive motion injuries from keyboard activities are also a hazard. Minor risk of illness or personal injury, not usually requiring medical attention but may require first aid for minor cuts.