



CITY OF CORNER BROOK CAREER OPPORTUNITY

COMMUNICATION OFFICER

The City of Corner Brook is currently accepting applications for the permanent position of **Communication Officer**, primarily responsible for providing specialized administrative support to the City Clerk's office and Council on matters relating to the communication of information to Council, the employees and to the general public.

Responsibilities and duties of this position include but are not limited to: Assist with communication of information to Council, employees and the general public; development of corporate reports, media releases, public notices, briefing documents, and social media; audit content on the City's corporate website on a regular basis to ensure accuracy and consistency; develop and distribute news releases, media advisories and public service announcements; monitor traditional public communication mediums and social media web sites for evaluation of the information that is being communicated to and by the public regarding city initiatives; maintain the City's existing social media accounts and assist with developing strategies to increase its social media presence; liaise with and respond to requests from members of the media; handle sensitive information in confidence and with discretion; coordinate media announcements on behalf of Council. Provide communication assistance during emergency management situations.

Qualifications required: A postsecondary university degree or Diploma in Public Relations, or a related field, plus a minimum of 3-5 years of senior administrative support experience in local government or in a legal office environment, or an equivalent combination of education and experience. The ideal candidate will possess relevant and related experience in the field of information communication, excellent interpersonal and communication skills, and be able to work with considerable independence and minimal supervision. Candidates should have a Strong knowledge of Microsoft Office (Word, Excel, PowerPoint, Outlook), and photo related software (In-Design, Photoshop), and website administration; have excellent analytical, organizational, and problem solving skills; superior verbal and written communication skills; flexibility and adaptability in communicating information to various audiences; and a valid driver's license. Knowledge in the Access to Information and Protection of Privacy Act and experience with website page design and other forms of social media would be considered an asset.

CLASSIFICATION:	NON-UNION
SALARY:	\$ 45,138.24 - \$ 60,185.58
CLOSING DATE:	Resume review will commence on October 7, 2019 and competition will remain open until a suitable candidate has been found.
COMPETITION NO:	2019-39

Please submit résumés and/or applications, **giving complete details of qualifications**, to the Human Resources Office, City of Corner Brook, P.O. Box 1080, Corner Brook, NL, A2H 6E1; or e-mail careers@cornerbrook.com.

The City of Corner Brook thanks all applicants for their interest; however, only those selected for an interview will be contacted.