



CITY OF  
FORT SASKATCHEWAN

## Communications & Marketing Department Competition #201482 Communications & Marketing Coordinator One (1) Temporary Full-Time Position

The City of Fort Saskatchewan is a vibrant economic and cultural hub located just 15 minutes northeast of Edmonton on the banks of the North Saskatchewan River. Home to more than 22,000 people, the City proudly manages state of the art recreation, culture and historic amenities including 60 km of outdoor trails, a performing arts theatre and fitness centre within the Dow Centennial Centre and the 1875 – 1885 NWMP Fort representation in historic downtown.

Under the direction of the Communications and Marketing Director, the Communications and Marketing Coordinator plans and coordinates budgets and tasks to develop and implement the City of Fort Saskatchewan's marketing programs. The Marketing and Communications Coordinator will execute long and short term communication and marketing plans relevant to City Council and Administrative strategic plans. This position manages the design and delivery of advertising campaigns and the development of City communication and marketing products including flyers, brochures, posters, publications, multimedia, digital tools and the corporate image photo library. The Communications and Marketing Coordinator facilitates market research to better understand the marketplace and target audiences as well as providing some support for the City's website and social media platforms.

As a team member, the Communications and Marketing Coordinator is a resource to other City departments including design, production and distribution of promotional materials, budget preparation, market research and evaluation. This position requires strong public relations, verbal and written skills to deal effectively with internal and external customers.

The ideal candidate will be motivated, innovative and creative with a minimum 5 – 7 years related marketing and communications experience. A university degree or post secondary education in communications, business, marketing or public relations is required, however an equivalent combination of training and experience may be considered. Municipal government experience and community knowledge are considered assets. Candidates must possess a valid driver's license, as some travel is involved. This position requires a high degree of computer literacy including Microsoft Office products, web-based applications, internet and desktop publishing applications such as Photoshop, Adobe Illustrator and Acrobat. Competency with social media and working knowledge of graphic design principles are also required. The successful candidate will possess exceptional communication and interpersonal skills. The City of Fort Saskatchewan offers a competitive salary range of \$69,659 to \$81,952 per annum.

**This is a temporary position with a tentative ending date of June 30, 2015.**

If you have superior time management, organizational and interpersonal skills, please forward your resume **in confidence by Thursday, August 14, 2014 stating competition #201482 to:**

The City of Fort Saskatchewan  
People Services Department  
10005 - 102 Street  
Fort Saskatchewan, AB T8L 2C5  
Fax: 780.992.6625  
E-mail: [hr@fortsask.ca](mailto:hr@fortsask.ca)



Take your Career in the Right Direction

For more information on employment with the City of Fort Saskatchewan, please visit our website at: [www.fortsask.ca](http://www.fortsask.ca)

The City of Fort Saskatchewan thanks all applicants for their interest, but advises only those under consideration will be contacted.