

**POSITION POSTING**


**COMMUNICATIONS & MARKETING  
COORDINATOR**

**(1 Position Available)**



**LLOYDMINSTER**

<b>Term of Employment:</b>	Full-time, Permanent
<b>Current Location:</b>	City Hall
<b>Duties:</b>	<p>Reporting to the Manager of Communications &amp; Marketing, the Communications &amp; Marketing Coordinator is responsible for the planning, development and delivery of internal and external communications, including media and public relations. Specific responsibilities include:</p> <ul style="list-style-type: none"><li>• Interfacing with departments and other communications staff to coordinate day-to-day media relations and communications activities</li><li>• Coordinating various media activities, including providing support to media briefings and news conferences, and developing relevant media products, including preparing media releases, briefing notes, speeches, media kits and other communications products</li><li>• Providing support and preparation to the City's designated media spokesperson(s), responding to media inquiries as assigned and proactively contacting the media regarding City initiatives</li><li>• Developing, reviewing and coordinating messages for corporate social media accounts</li><li>• Assisting with updating the City's Intranet and web page;</li><li>• Developing and identifying opportunities to communicate information about City programs and services and internal communications across a wide variety of communication platforms and channels</li><li>• Providing support during crisis communications situations</li></ul>
<b>Qualifications:</b>	<p>The ideal candidate will meet the following qualifications:</p> <ul style="list-style-type: none"><li>• Graduate from a recognized post-secondary institution, with a degree or diploma in Communications, Public Relations, Journalism and/or related field</li><li>• Minimum 3 years related work experience</li><li>• Social media savvy</li></ul>

	<ul style="list-style-type: none"> <li>• Ability to handle sensitive and confidential information with a high degree of discretion and professionalism</li> <li>• Excellent written and oral communication skills</li> <li>• Ability to work independently and as part of a team</li> </ul>
<b>Closing Date:</b>	<b>December 19, 2014</b>
<b>Application Information:</b>	<p>If you have questions or require further information on this position, please contact Human Resources. All applications must be received by the closing date and submitted to:</p> <p><b><u>Cheryl McKechnie</u></b>  Recruitment &amp; Training Coordinator  City of Lloydminster  4420-50 Avenue  Lloydminster AB/SK T9V 0W2  Phone: 780-875-6184 ext 2119 Fax: 780-871-8348  Email: <a href="mailto:people@lloydminster.ca">people@lloydminster.ca</a></p>
<b>Posted:</b>	 <p>Cheryl McKechnie  Posting Date: November-25-14</p>