



With an unwavering focus on quality, innovation and professional excellence, The **City of Markham** is working closely with its diverse and vibrant community to grow and enhance its reputation for municipal leadership. Join us and make a difference.

Manager, Communications Operations

Profile

An exciting opportunity for a mission critical role in the Communications and Community Engagement Department for the City of Markham is coming up in the newly created position of Manager of Communications Operations.

If you thrive in a fast-paced communications environment, this role will be a perfect fit for you. With a constant drive for innovation and exceptional customer service within the Corporation, you will be front and centre in ensuring communications products and services and public events are delivered flawlessly, on time and on budget.

Responsibilities

Together with the Director and the Manager of Communications Strategy, the Communications management team will develop and deliver on Markham's Corporate Communications Plan.

This Manager will lead and work in collaboration with the Events Management and Creative Services teams within Communications Operations. You will lead the teams to plan, deliver, monitor and evaluate a robust events strategy and calendar of events, and enable creative services for products and services in public-facing digital and print medium publications. All of this with active engagement of business area clients and communications advisors from the Strategy team.

The Manager will oversee an operating budget, staff of 2 Supervisors and 5 Communications Operations staff and ensure quality assurance from external vendors and suppliers.

Qualifications

This position requires a highly organized, results oriented manager with strategic thinking ability to connect delivery with strategy, outstanding customer service and passion to mentor communications professionals. If you have demonstrated success and 10 years plus of professional services in communications, public affairs, creative services, events management, we would welcome you on our team.

Expression of Interest

Please direct your expression of interest by March 2, 2015 to Helen Hayward at Western Management Consultants who is project managing the recruitment process. Her confidential e-mail is: Helen@wmc.on.ca. The posting is on the Markham website at www.markham.ca

We are committed to inclusivity and our employees reflect and seek to understand the diversity of our community.