



## COMMUNICATIONS COORDINATOR

(Full-Time, Permanent)

Lacombe County is looking for a creative individual with outstanding communication skills, excellent writing and editing abilities, and an eye for detail to fill our upcoming Communications Coordinator vacancy. This position plays an important role in the development and implementation of communication strategies and programs for the County. With a focus on enhancing the corporate image of the organization, this position works collaboratively with staff and Council to provide professional communication services.

### A snapshot of what you will do:

- Plan, develop and implement communication policies and strategies on behalf of the County;
- Create and execute a comprehensive communications plan to support the County's strategic and business plans;
- Serve as the primary media contact for the County;
- Develop the County's communications materials, including the newsletter, planning documents, brochures, website and social media, and other publications as required;
- Identify emerging communication issues affecting the County and develop effective plans in response;
- Coordinate and attend special events and programs (these may occur in the evening and on the weekend);
- Perform the duties of Public Information Officer under the County's Emergency Management Plan;
- Ensure that work is performed in support of our key principles: integrity, respect, professionalism, approachable, fair & objective, accountable & transparent, and commitment.

### Ideal candidate attributes:

- Post-secondary education in Communications, Public Relations, Journalism, or a related field combined with at least 3 years of related experience, preferably in a municipal environment;
- Highly developed communication skills (written and verbal) and interpersonal skills;
- Demonstrated project management and organizational skills with the ability to manage multiple projects and meet deadlines under pressure;
- High degree of competency in using computers: advanced skills in word processing, graphic design, web-based applications, presentation and e-mail programs, as well as a high degree of competency with social media;
- Excellent photography skills and experience with photo editing software;
- Flexible schedule to attend day, evening and weekend events, meetings and public relations activities.

### What does Lacombe County have to offer?

Lacombe County is an employer of choice, where employees feel valued for their hard work and contributions are rewarded. We have a comprehensive health and dental benefits package, a health/wellness spending account, a flex-time program, a defined benefit pension plan (contributions by the employee and employer), professional development opportunities, and a supportive and healthy work environment.

Please forward your resume, cover letter and salary expectations by 4pm, August 12, 2016 to:

E-mail: [hr@lacombecounty.com](mailto:hr@lacombecounty.com) | Fax: 403.782.3820 | [www.lacombecounty.com](http://www.lacombecounty.com)

We thank all applicants for their interest; however, only those invited for an interview will be contacted. **Please note:** All applicants must be legally entitled to live and work in Canada. This competition may remain open longer until a suitable candidate is found.