



Employment Bulletin

Parkland County
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parklandcounty.com

Interested candidates are invited to apply on our website at www.parklandcounty.com

Parkland County has a nepotism policy in effect. Please contact Human Resources for further information on this policy (including the definition of a relative under this policy).

We thank all applicants for their interest; however only those selected for interviews will be contacted.

The personal information submitted pursuant to this advertisement is being collected under the authority of the Municipal Government Act and will be used for Parkland County employment opportunities only. The personal information that you provide may be made public, subject to the provisions of the Freedom of Information and Protection of Privacy Act.

With a population of 30,568, Parkland County offers a range of municipal services and a vibrant mix of agricultural, residential, industrial and recreational opportunities. This unique rural area is situated on the west outskirts of Edmonton, just 20 minutes from downtown, and stretching over 2438 sq. km. of picturesque landscapes. We are currently inviting applications for a:

COMMUNICATIONS COORDINATOR

(Permanent, Full-time)

Parkland County has a Permanent, Full-time position available in the Communications Department for a Communications Coordinator. Reporting to the Manager, Communications, you will plan, develop, and implement communications that advance the reputation and positive image of Parkland County to the public through timely, accurate and integrated communications of Parkland County's plans, policies, programs and activities. The Communications Coordinator must work closely with Council and all levels of County staff providing information and guidance regarding emerging trends. This position also deals with inter-governmental relations and oversees the County's media relations. This position requires well-developed interpersonal, public speaking, and media relations' skills. Other assets required for this position include diplomacy and tact in dealing with sensitive and potentially provocative situations and/or information; strong initiative and leadership qualities.

QUALIFICATIONS:

- Degree or diploma in communications, public relations, or a related field is required.
- Three (3) to five (5) years' relevant experience in corporate communications, preferably in a public sector/municipal organization. Familiarity with FOIPP and the MGA (Municipal Government Act) are preferred.
- Membership with the International Association of Business Communicators (IABC), or the Canadian Public Relations Society (CPRS) is preferred.
- Excellent writing and editing skills and proficiency in computer applications (MS Office, print-related applications) are required.
- Valid Class 5 Driver's License. A current Driver's Abstract must be provided.

Competition Number:	17-13MIN
Rate of Pay:	\$72,314 to \$90,375 per annum
Hours of Work:	7 hours/day; 35 hours/week
Competition Closing Date:	Thursday, February 23, 2017 at 4:30 p.m.
Benefits:	Extensive benefits are offered including an option to join our Earned Day Off Program.