

Clarington

If you require this information in an alternate format, please contact the Accessibility Coordinator at 905-623-3379 ext. 2131.

The Corporation of the Municipality of Clarington Office of the CAO – Communications Division requires a Communications Officer

We are an equal opportunity employer

The Municipality of Clarington is a progressive employer committed to equity, inclusion and diversity within its community and organization. We are committed to building an inclusive and barrier-free environment for our team.

We are pleased to accommodate individual needs in accordance with the Accessibility for Ontarians with Disabilities Act, 2005, within our recruitment process. If you require accommodation at any time throughout the recruitment process or in performing your position should you be selected please contact the Human Resources Division at careers@clarington.net.

Who we are

Clarington is one of eight municipalities in Durham Region. With a population of 107,000 people and growing, Clarington is just one hour from the Greater Toronto area and offers residents a blend of city living and rural charm. The corporation is made up of five departments that report through to the Chief Administrative Officer.

The Municipality of Clarington is an equal-opportunity employer and a great place to build a career. We value teamwork, diversity and offer an environment where staff can grow and pursue advancement opportunities while making a difference to the community.

What the role entails

Reporting to the Manager of Communications, this position is responsible for supporting the Municipality's communication and engagement efforts, primarily for the Planning and Infrastructure Department. This includes developing communication plans, issues management, and stakeholder engagement to promote responsible growth in Clarington.

Responsibilities

The responsibilities and duties of this position include, but are not limited to:

- Preparing and supporting implementation of communication and engagement plans - inclusive of information gathering, writing/editing.
- Developing media materials to support the amplification of strategic corporate initiatives (e.g., news releases, FAQs, speaking notes, etc.).
- Support the facilitation of public meetings and public engagement efforts for Planning and Infrastructure projects.

- Providing strategic/tactical advice, issues management, and emergency communications support to departments, including the CAO and Mayor/Council.
- Monitoring media and social media channels to identify emerging issues and creating strategies to mitigate these.
- Creating crisis management communications plans to protect the corporate reputation and brand.
- Liaising with the creative services team to support design and implementation of tactical marketing/promotion materials.
- Acting as a municipal spokesperson responding to media inquiries, answering questions, and framing responses based on issues management, including in crisis or emergency situations.

Qualifications

The successful candidate will possess:

- A University Degree in Communications or related field, or equivalent combination of education and progressively responsible work experience to the satisfaction of the Chief Administrative Officer.
- Minimum of 5 years in a municipal (or related) environment. This position will be responsible for working with limited supervision.
- Must have superior communication (verbal and written/report-writing) and interpersonal skills. Strong customer service orientation and ability to establish and build effective relationships with staff, media, Council and residents.
- Able to think strategically and proven demonstration of political acuity.
- Proven experience in drafting, editing, production and distribution of a range of corporate communications materials, including news releases, notices and alerts, articles, briefings and summaries.
- Self-starter; ability to multi-task and deal with multiple demands and deadlines.
- Analytical problem solver and capable of identifying alternate solutions and viewing solutions from many perspectives.
- Excellent customer service, negotiation and conflict resolution skills.
- Must have strong research, administration, design layout, project development skills, digital communications knowledge, including marketing and promotion.
- Due to the nature of the work, this position must work flexible hours, including evenings and weekends, based on business demands.
- Experience managing administration/budgeting and project coordination.
- Project management experience would be considered an asset.
- Must be able to legally work in Canada.

What we offer you

We offer the following for this position:

- Salary: \$97,142 to \$118,077, Grade 7 of the 2024 Non-Affiliated Salary Administration Program.
- The Municipality of Clarington offers flexible work arrangements for eligible roles, where employees are empowered to do their best work in the way that works for them. Currently, this position is eligible for a flexible work arrangement option. Further details on this program will be discussed through the selection process.

- A comprehensive benefits and pension program to ensure that your total compensation package addresses both your work and life needs.

Additional information and requirements

Pre-employment testing for this position may include written and oral testing, to assist in determining the successful applicant. A passing score will be considered to be 70% on each test with the highest score considered in the award.

Prior to starting the position, the successful candidate must provide, at their own expense, the following:

- A current (with the last 180 days) satisfactory criminal reference check, directly from a Canadian Police Information Centre. Criminal Records Checks from third party agencies are not acceptable. Applicants who have been employed with the Municipality within the last year and have provided a criminal reference check within the last 365 days are exempt from providing another criminal reference check.

How to apply

To view this position and to submit your application online, please visit www.clarington.net/careers. Applications will be accepted until **April 11, 2024, 11:59pm**.

This job competition number is **File #47-24**.

We thank all applicants for their interest. However, only those under consideration will be contacted.

Privacy

Applicant information is collected under the authority of The Municipal Act, 2001 and the Municipal Freedom of Information and Protection of Privacy Act for the purpose of evaluating the applicant. Questions about this collection should be directed to the Municipal Clerk, 40 Temperance Street, Bowmanville, ON L1C 3A6 or by phone at 905-623-3379 ext. 2109.