

Town of Caledon

make a difference



Job Title: Advisor, Executive Communications (Permanent Full-Time)

Closing Date: May 16, 2024, 12pm

Town of Caledon is a dynamic municipality that successfully balances urban, rural, and agricultural communities. Our energetic staff are guided by our core values that create an environment for continuous improvement and customer service excellence.

In addition to offering exciting career opportunities, the Town also provides a competitive and comprehensive total rewards package. Come see how you can ***make a difference***.

The Opportunity

Reporting to the Manager, Public Affairs and External Relations, the Advisor, Executive Communications will be responsible for creating, coordinating, and harmonizing internal and external communications, including enterprise issue/crisis management and organizational culture, in support of the Corporation's strategy and goals. The works includes developing and managing a clear, cohesive, and unifying organizational identity and positive reputation. In addition, the Advisor, Executive Communications is responsible for managing the planning, development, and implementation of strategic communications activities, including speaking engagements, communication events and social media/tactical support, as required, for the CAO and the Senior Leadership Team (SLT). This includes the development of high-profile strategic communications on behalf of the CAO and SLT. As the Advisor, Executive Communications, you will perform the following duties, including but not limited to:

- Develop the internal and external executive communications strategy for strategic corporate initiatives and collaborate with the Town's Communications team to guide execution.
- In partnership with the Manager, Public Affairs and External Relations, serve an important strategic function for the CAO and SLT in support of the Town's strategy and goals.
- Provide strategic advice on how to effectively shape and communicate corporate culture and initiatives throughout the organization, and facilitate employee engagement, including surveys and other methodologies, where appropriate.
- Identifies and assesses emerging strategic issues, monitors stakeholder and media sentiment, and recommends risk and crisis mitigation communications on issues that may affect enterprise reputation and elected officials.
- Oversee all CAO speaking engagements, presentations, and communications, and research, populate and maintain an annual executive content calendar, and where appropriate, align messaging with the Mayor through the Chief of Staff.



6311 Old Church Road
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www.caledon.ca

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- Perform additional duties and undertake special projects as assigned

The Ideal Candidate

We are seeking a passionate professional with a post-secondary degree in communications, journalism, English or creative writing or a closely related field. Our ideal candidate has minimum of 8 years of progressive communications experience, preferably in the government sector. A proven executive speechwriter with ability to conversationally weave complex material and information into speaking points in an understandable way.

The ideal candidate will have demonstrated experience training leaders for effective presentation skills, including media. We are seeking an individual with superior knowledge of and experience with stakeholder analysis, and change management theories, strong interpersonal skills and excellent verbal and written communication skills.

The successful candidate for Advisor, Executive Communications will be required to work a flexible schedule, including in the office, remotely and after hours (as required).

This position offers a salary range of \$87,100.81 to \$106,743.45 plus a competitive benefit package.

Satisfactory passing of a criminal record check, and proof of qualifications will be required of any successful candidate(s) for this position.

The Town is committed to diversity and inclusivity in employment and welcomes applications from qualified individuals of diverse backgrounds. The Town is an equal opportunity employer that is committed to an inclusive and barrier-free workplace. If your application requires accommodation, please contact People Services at (905) 584-2272 Ext. 4738.

*Applications for this posting will be accepted until **May 16, 2024, 12:00PM**.*

How To Apply

To learn more about employment with the Town of Caledon and to apply for this exciting and challenging opportunity, visit: www.caledon.ca/careers

If needed and upon request, this document can be made available in an alternative format.



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