
Non-Union

Job Title:	Communications Advisor, Office of the Deputy CAO		
Job Opening Id:	40288	# Required:	1
Business Unit:	Office of the Deputy CAO	Division:	Office of the Deputy CAO
Location:	Headquarters Campbell East	Standard Hours:	35.00 / week
Full/Part Time:	Full-Time	Regular/Temporary:	Regular
Salary Grade:	4	Salary Range:	\$ 67,320.00 - \$ 79,200.00
Post Date:	2024-10-08	Close Date:	2024-10-28

Please note, this position is eligible to participate in the Hybrid Work Policy, whereby the incumbent is able to work 50% of their time in office and 50% of their time at home.

ABOUT US

Serving a diverse urban and rural population of more than 475,000, Niagara Region is focused on building a strong and prosperous Niagara. Working collaboratively with 12 local area municipalities and numerous community partners, the Region delivers a range of high-quality programs and services to support and advance the well-being of individuals, families and communities within its boundaries. Nestled between the great lakes of Erie and Ontario, the Niagara peninsula features some of Canada's most fertile agricultural land, the majesty of Niagara Falls and communities that are rich in both history and recreational and cultural opportunities. Niagara boasts dynamic modern cities, Canada's most developed wine industry, a temperate climate, extraordinary theatre, and some of Ontario's most breathtaking countryside. An international destination with easy access to its binational U.S. neighbour New York State, Niagara attracts over 14 million visitors annually, as well as a steady stream of new residents and businesses.

At Niagara Region, we value diversity - in background and experience. We are proud to be an equal opportunity employer. We aspire to hire and grow a workforce reflective of the diverse community we serve. By doing so, we can deliver better programs and services across Niagara.

We welcome all applicants! For more information about diversity, equity, and inclusion at Niagara Region, email related questions to diversity@niagararegion.ca. To send input on reducing barriers in the current hiring process, please email myhr@niagararegion.ca

Don't have every qualification?

You may be hesitant to apply if you do not have every qualification listed in the posting. While specific qualifications are important for certain roles, we invite individuals from diverse backgrounds and varying levels of experience and education to apply. Our recruiters will evaluate your suitability for the role.

Please note that for unionized roles, we must follow collective agreement requirements. However, we encourage all interested candidates to submit their applications. We believe success in a role can extend beyond meeting every single requirement.

As an employer of choice, Niagara Region offers competitive salaries and benefits, a defined benefit pension plan, a corporate wellness centre, access to the Employee and Family Assistance Program (EFAP), mentorship and training programs, employee recognition programs, and more. In addition, the Region recognizes the value of having flexible work arrangements including hybrid work arrangements to support better work-life balance for our employees. Where operational needs align, and while ensuring business requirements and customer service expectations are achieved, employees may have an opportunity to work within a hybrid model, combining working from home and working in the office.

Job Summary

Reporting to the Associate Director Strategic Communications & Public Affairs the Communications Advisor provides support in the development and implementation of special projects and day-to-day internal and external communications activities

Education

- College or university degree/equivalent in communications, political science, journalism or related discipline.
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Knowledge

- Experience in social marketing, social media, public relations, community consultation, media relations, resource development, and special events planning, demonstrated knowledge of communications technologies and practices, including multi-media and Internet communications.

Responsibilities

Prepares and implements communications campaigns, and media relations and internal communications. (35% of time)

- Researches, writes, and edits media products for review.
- Analyzes media coverage, identifying items of interest and providing information to support performance measures benchmarks and reports prepared for Corporate Leadership Team.
- Identifies news stories with corporate communications consultants, delivering story pitches to reporter.
- Prepares social media content for VINE front page and for external channels. Acts as formal back-up for Web & Social Media Coordinator.
- Attends displays to answer resident questions about specific initiatives or the organization.

Provides research and analytical support on trend and communication initiative results (35% of time)

- Researches, develops, and edits communication and government relations documents, PowerPoint presentations, display materials, articles for publishing in newsletters and newspapers (traditional and online), media releases, web copies, and VINE front page copy.
- Monitors, evaluates and analyzes references to Niagara Region for Performance Measures and news dashboard service, assessing coverage based on indicators and tracking news articles and compiling daily news emails and weekly government relations updates.

Plans and coordinates special events and logistics. (20% of time)

- Identifies event plan requirements, conducting research and staff interviews.
- Completes the 'Events Management Plan', determining objectives and identifying invited guests and media representatives.
- Prepares event invitations and save the date products, composing invitations, event remarks, speeches, media advisories and releases, and cutlines for photos for the Regional Chair, Commissioners, Directors and other senior staff involved in the agenda.

Provides input into the development of recommendations on problem resolution, and media coverage and communications process/activity improvements. (10% of time)

- Contributes to survey development, researching topics and brainstorming ideas.

Special Requirements

- Must maintain ability to travel in a timely manner to community events or meetings as authorized by the corporation for business reasons.
- Evening and weekend work may be required as matters arise.
- Must possess and maintain a valid driver's license to the class of vehicle operated.
- Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values.

How to Apply

Regional staff strive to enable the strategic priorities of council and the organization through the completion of their work. Staff carry out their work by demonstrating the corporate values. To view the full job description, requirements and apply on our Careers Site, visit our Careers page - Job Opening **#40288** (<https://www.niagararegion.ca/government/hr/careers/>)

Uncover the wonder of the Niagara Region and join a team dedicated to meeting tomorrow's challenges, today!

Let us know why you would be an excellent team member by submitting your online application no later than **October 28, 2024**, before midnight by visiting our 'Careers' page at www.niagararegion.ca. We thank all candidates for their interest however, only those candidates selected for an interview will be contacted.