

Community Relations Officer

The Town of BWG is looking for an energetic, highly motivated and organized professional to make a significant contribution to our Office of the CAO.

Reporting to the Chief Administrative officer, this position performs communications services for the corporation including the CAO, Mayor and Council and departments within the Municipality. This position plays a key role in facilitating a coordinated, corporate-wide approach to communications and customer service excellence consistent with the Town's strategic plan. This role is responsible for media relations; messaging and issues management; public messaging and engagement via print media, websites, social media and other online media (includes planning, writing, graphic design and technical execution); strategic and tactical communications support to all departments for their projects, programs, events and/or issues; developing communications policies, procedures and staff training; and championing the consistent and effective presentation of the Corporation's brand within the community. This role is also a key liaison with community groups, stakeholders and members of the public to build community engagement and partnerships.

Preferred candidates will have a post-secondary diploma or degree in Communications, Public Relations, Journalism or a related discipline combined with a minimum of 4-5 years of related work experience preferably in municipal government or public service environment. Candidates will have exceptional and concise writing and editing skills with a high level of accuracy and careful attention to detail; experience writing for websites and social media is key. High proficiency with information technology is essential, including website management tools and the Adobe suite of publishing and design software. Candidates will have excellent interpersonal communications and customer service skills, with the ability to exercise tact, diplomacy and good judgment at all times; have proven ability to conduct media relations, and to provide knowledgeable advice and guidance on issues management and communications strategy; demonstrate knowledge of current and emerging community engagement and customer service trends, practices and principles; and possess advanced research, analytical and problem solving skills. Candidates must be able to promote a culture of inclusiveness and work with a diverse population of employees, contractors and the general public. Availability to attend evening and/or weekend meetings or other events is required. In addition, a criminal record check will be required upon hire and candidates must be able to provide proof confirming receipt of the full series of a Covid-19 vaccine as a condition of hire in accordance with the Town's mandatory vaccination policy.

This position offers a salary range of \$76,499 to \$95,624 (2022 rates) working 35 hours per week plus a competitive benefit package.

To explore these challenging opportunities further, we invite qualified applicants to forward their resume and covering letter in confidence, quoting file number **2022-CR01** by **January 21, 2022** to:

Town of Bradford West Gwillimbury, Human Resources Department
125 Simcoe Road, P.O. Box 160, Bradford, Ontario L3Z 2A8
Fax: 905 775-8633 or email hr@townofbwg.com

We thank all applicants for their interest. However, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is committed to equity in employment. As an equal opportunity employer, we are committed to establishing a qualified workforce that is reflective of the diverse population we serve. We encourage applications from Indigenous peoples, racialized people, persons with disabilities, and those who identify as LGBTQ2S+.

The Town of Bradford West Gwillimbury is committed to providing accommodations based on any human rights protected grounds and in accordance with the AODA, throughout the recruitment and selection process. If you require accommodation, please notify us when contacted for an interview and we will work with you to meet your needs.