



Community Engagement and Communications Clerk

Reporting to the Manager of Community Economic Development, the Community Engagement and Communications Clerk is an integral member of the Community & Corporate Services team.

The Community Engagement and Communications Clerk will work closely with the CAO, Senior Leadership Team, Council and staff to inform, and communicate with residents and provide engagement opportunities which support strategic plan objectives.

Duties include:

- Serve as a single point of contact for media; manage communication channels; manage the corporate communications budget; build extensive and positive public relations; and provide ongoing communications strategies for staff and Council.
- Responsible for designing proactive and strategic communications and developing public engagement campaigns that aim to reach a large range of audiences in an accessible manner.
- Oversee all corporate branding and marketing and updating the Corporate Communications Strategy and, Website Policy and Corporate Social Media Policy.
- Serve as the Emergency Information Officer for the Town of Greater Napanee Municipal Emergency Control Group.
- Work closely with staff, Council and stakeholders to build and lead scalable projects throughout the Corporation and support strong customer service approaches both internally and externally.

Qualifications:

- College diploma/University degree in Communications, English, Public Relations, Marketing or equivalent
- Strong understanding of the Accessibility for Ontarians with Disabilities Act (AODA)
- Excellent verbal, written and interpersonal communication skills
- 3-5 years' progressive experience in Marketing or Communications, digital marketing, and familiar with social media platforms including Facebook, Instagram, Twitter and YouTube
- Experience with website management, proficient in Adobe Creative Suite Platforms
- Experience developing strong, positive community relations, forming connections with external stakeholders and working collectively with internal stakeholders on communications strategies and campaigns
- Must have valid Driver's licence

Salary:

- Based on ability and experience
- Employer paid benefits, weekend and evening work as required based on event coverage.

Interested applicants are requested to forward a cover letter and resume marked Confidential File #17-2022 by July 29, 2022, 4:30 p.m. to:

hr@greaternapanee.com

Town of Greater Napanee

Attention: Michelle King, HR Coordinator

124 John St., P.O. Box 97, Napanee, On K7R 3L4

The Town of Greater Napanee is an equal opportunity employer. Accessibility accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.

Only those candidates selected for an interview will be contacted. Information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of candidate selection.