



## Internal/External Job Posting

# Communications & Technology Coordinator

12 Month Contract (Maternity Leave Coverage)

Competition #2024-32

The Town of Penetanguishene is a picturesque bilingual community with a population of approximately 10,000, located on the southerly tip of beautiful Georgian Bay.

Under the guidance and direction of the CAO or designate, the Communications & Technology Coordinator position provides internal and external communications and information technology coordination within all departments of the municipality. The role is key in maintaining consistency of brand and key communications of the municipality and works closely with all departments to communicate all activities and initiatives provided by the municipality including media releases, public notices, and emergency management communications. For Technology Coordination, the position is the liaison between the Town's managed 3<sup>rd</sup> party service providers and the municipality in the coordination of technical support including computers, printers, telephones, cell phones, software, and hardware.

### **Duties include but are not limited to:**

- Develop and implement an integrated corporate communications strategy and corresponding programs consistent with the Corporate Strategic Plans.
- Provide communication expertise and advice as a participant or resource in the development of corporate projects, policies, programs as directed by the CAO.
- Requirement to work with and safeguard confidential information (access to confidential information or working with that information, i.e. personnel and in-camera information)
- Acts as the facilitator between the user and the Town's managed service provider to ensure operation continuance and provides user support where applicable.
- In conjunction with and under the guidance of the Town's managed service provider, assist in the facilitation of providing IT related support during Town emergencies, including the provision of phone, computer, software, network and mapping services to Town staff and outside agencies as required.
- Other duties as assigned

### **Required Qualifications:**

- Post-Secondary diploma or degree in communications, public relations, marketing, journalism, a related discipline or equivalent training and/or experience relevant to current, modern and effective corporate communications methods.
- 3-5 years of related work experience in communications or public relations with an emphasis on writing and editing, preferably in a public sector environment.

### **Knowledge, Skill and Abilities:**

- Decisions involve accuracy and quality of work is critical
- Demonstrated project management skills an asset
- Ingenuity or creativity is applied on a routine basis on complex projects
- Can organize workload, ensuring that deadlines are met. Employee works independently with final review by supervisor
- May purchase within budget limitations and make budget suggestions
- Occasional work with confidential information, if disclosed could have adverse effects internally or externally

- May give/obtain/exchange information requiring discussion. Tact and self-control required
- Demonstrated knowledge, understanding, and commitment to current and emerging customer service trends, practices and performance principles.
- Experience with web writing and content management skills.
- Demonstrated experience with developing and implementing effective social media strategies.
- Excellent and concise writing and editing skills with a high level of accuracy; strong proof-reading skills and careful attention to detail.
- Must possess and exercise exemplary oral communication skills.
- Excellent interpersonal, communications and customer service skills with the ability to exercise tact, diplomacy and good judgement at all times.
- Basic knowledge of information technology considered an asset

**Compensation:** The current pay for this position is \$35.84 - \$41.92 per hour, based on a 35-hour workweek. In addition to the weekly hours of work, attendance at the monthly evening Council/COW meetings is required to operate applicable AV equipment at the meeting. Additional evening council meetings may be scheduled from time to time.

Interested individuals are asked to forward their resume and cover letter no later than **4:30 p.m. on September 26, 2024** to the Human Resources Department by email [hr@penetanguishene.ca](mailto:hr@penetanguishene.ca).

The Town of Penetanguishene is committed to an inclusive, barrier free environment. Accommodation will be provided in all steps of the hiring process. Please advise the Town's Human Resources Department if you require any accommodations to ensure that you can participate fully and equally during the recruitment and selection process.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, personal information collected will only be used for candidate selection.