



The Town of Raymond is located just 20 minutes south of Alberta's fourth largest city, Lethbridge and approximately one hour north of the Canada-U.S. International Border. We have been enjoying tremendous population growth since 2006, and there are now over 4000 people who call Raymond home.

Communications Officer

Reporting to the Director of Legislative Services

This **EXCITING** new position will provide leadership and vision in actively telling the Town of Raymond's story to its residents and to the region. The successful applicant will work with Council and all departments to develop and design all communications strategies and programs with the public as well as providing active management of all of our web properties. Expertise in social media, writing, editing and design are key to success in this position. Our preferred candidate is extremely organized and understands that every decision reflects upon our brand.

Responsibilities:

- Web property management.
- Marketing campaign development and oversight.
- Branding, content and design development of all municipal documents and materials.
- Development of high quality videos and photography to showcase the community.
- Public information session oversight.

Requirements:

- Degree in communications, public relations or related field, supplemented by a minimum of 2 years progressively responsible experience in a designated corporate communications, public relations, public affairs or public information position.
- Experience with corporate communication tools, communication planning, advertising, printing, graphic design, traditional media, social media and other web-based communications.
- Demonstrated experience in successfully creating, developing, implementing and evaluating communications plans.
- Demonstrated superior written and verbal communication and presentation skills.
- Ability to work collaboratively across departments.
- "Big Picture" mentality with a desire for continuous learning.

We Offer:

- Competitive compensation and benefits package (comparable to larger cities).
- Long term stability and growth potential.
- Collaborative and progressive team-based environment.
- Ability to develop and continuously learn.

Closing date – August 15, 2017

Only ONLINE applications will be accepted.

Please send resume and portfolio (if available) to kurtispratt@raymond.ca.

We thank all applicants for their interest, however; only those considered will be contacted.

Please visit www.raymond.ca to learn more about the Town of Raymond.