



EMPLOYMENT OPPORTUNITY

CORPORATE COMMUNICATIONS COORDINATOR

Are you a passionate Communications professional looking to apply your creative talents and energy towards meaningful work that services your community? If so, The Town of Stony Plain wants to hear from you! We are currently accepting applications for a permanent full-time Corporate Communications Coordinator within the Office of the CAO. Reporting to the Senior Communications Officer, the Corporate Communications Coordinator will be responsible for the development and execution of external communications and strategies for the Town of Stony Plain. As part of the Corporate Communications team, this position will create and execute effective communications through graphic design, website CMS, print publications, communication plans, social media management, writing and editing of promotional pieces, developing and planning communications around public engagement, supporting with media relations and performing other related functions.

The ideal candidate for this position will possess a post-secondary degree or diploma in Graphic Design, Marketing, Visual Communications, Public Relations, or Journalism combined with a minimum of two (2) years related experience, preferably in a municipal setting. Experience writing and executing communications strategies is required, as is experience working in a political environment. A strong working knowledge of social media marketing, and a solid understanding of Adobe Creative Cloud products such as InDesign, Illustrator, Photoshop, and Acrobat will help ensure your success in this role. Well-developed oral and written communication skills as well as the ability to create and execute communications plans from start to finish is required.

The salary range for this position is \$64,454 - \$82,004 per annum. The current work week is based on 35 hours, 8:30 a.m. to 4:30 p.m., Monday to Friday. The option to participate in an alternate work schedule and/or remote work may also be available. The Town offers an excellent benefits package including the Local Authorities Pension Plan.

For complete details and to apply online, please visit www.stonyplain.com

Competition #: 2022060

Deadline for application submission: Wednesday, December 7, 2022, at 4:00pm

The Town of Stony Plain thanks all applicants, however, only those selected for an interview will be contacted.