



POSITION VACANCY

Call Number:	2021 - 52
Position:	Communications Officer
Type of Vacancy:	Permanent
Work Schedule (hours & days):	Monday to Friday (35 hour work week) Some evenings and weekends
2021 Salary Range:	\$54,945 to \$68,681
Date Posted:	October 1, 2021
Closing Date:	October 20, 2021 at 4:30 p.m.

Full details on this position is attached. To apply, please submit your cover letter and resume at www.niagarafalls.ca (Careers and Employment). Applications must be submitted online and will be accepted until 4:30 p.m. on **Wednesday, October 20, 2021.**

To help reduce the risk of COVID-19 transmission, the City of Niagara Falls implemented a Vaccination policy whereby all new hires as a condition of being hired are to provide proof of full vaccination, or provide proof of a bona fide medical or Human Rights Code exemption on a form issued from and approved by the City of Niagara Falls.

The City of Niagara Falls is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environments. Upon request, the City will accommodate the accessibility needs of applicants under the Ontario Human Rights Code and *Accessibility for Ontarians with Disabilities Act (AODA)* throughout all stages of the recruitment, selection, and interview process. Personal information is collected under the authority of *The Municipal Act* and will only be used to determine suitability for this position. We thank all applicants for their interest, but only those advancing through the selection process will be contacted.

Human Resources

Attachment

CITY OF NIAGARA FALLS

POSITION DESCRIPTION
Executive Office

This description reflects the general details considered necessary to describe the principle functions of the position identified, and shall not be construed as a detailed description of all the work requirements that may be inherent in such classification.

POSITION TITLE: Communications Officer

POSITION SUMMARY: The Communications Officer is responsible for assisting with implementing and driving the City's communications strategy and efforts, consistent with the strategic plan, and the City's corporate values of leadership, accountability, respect and teamwork.

RESPONSIBLE TO: Manager of Communications and Corporate Initiatives

RESPONSIBLE FOR:

1. Contribute to the development of communications products and activities such as website content, print advertisements, e-newsletters, social media, reports, presentation materials, digital images and other resources as needed.
2. Work collaboratively with the communications team to ensure communication and promotion requests are achieved.
3. Create and schedule content for multiple social media platforms.
4. Contribute to the development, monitoring and evaluation of communication strategies, plans and trends.
5. Assist with the monitoring of media coverage and coordination of media events.
6. Assist with community engagement initiatives throughout the City, including updates to the engagement platform.
7. Assist in maintaining a digital database (photo and video content for web/social media).
8. Attend special events as required to promote the City – with the ability to work occasional evenings and weekends.
9. Serve as an alternative Public Information Officer as required.

POSITION REQUIREMENTS:

Minimum is a two (2) year diploma in Communications, Public Relations, Graphic Design or a related discipline.

At least two (2) years work experience in communications or public relations, preferably in municipal government or the public service environment.

Skilled in graphic design, desktop publishing and website design
Demonstrated proficiency developing and implementing social media strategies and tactics.

Web writing and content management skills

Excellent and concise writing and editing skills with a high level of accuracy; strong proof-reading skills; and careful attention to detail

Excellent interpersonal communications and customer service skills with the ability to exercise tact, diplomacy and good judgment at all times.

Evening and weekend work will be involved.

Created: July 25, 2021