



City of Oshawa, located just a short, 30-minute drive from Toronto, is a progressive city of 166,000 people and is the economic engine of the eastern Greater Toronto Area. Our strategic pursuit of sustainable growth, excellent community service delivery and co-operative partnerships have enhanced our quality of life advantage, while maintaining a strong commitment to the fiscal restraint.

Corporate Communications Officer

Salary Range: \$85,186 - \$100,220 per annum

Reporting to the Manager, Corporate Communications, or designate, assist with development and promotion of communication, advertising and marketing strategies, initiatives and programs that advance the City's image; working closely with staff from all City departments, Council, other levels of government, community partners and the media. The City of Oshawa strives to provide an environment that cultivates and supports the following core values: Authenticity, Courage, and Trust (ACT).

Duties include preparing, implementing and evaluating communications plans and projects by identifying emerging issues, monitoring the online communications landscape (social media, website) and providing strategic communications recommendations; building effective internal and external relationships across the Corporation and with stakeholders; performing media relations duties, including media event planning, media crisis and issues communications, developing media materials, speaking notes and key messages, and building media relationships; overseeing the City's social media accounts, including developing and analyzing social media messages and multi-media content and analyzing social media strategies; managing the City's corporate and community engagement websites and e-newsletters; providing graphic design services, including developing promotional materials, advertisements, newsletters and publications; developing and implementing timely communications during emergency situations, including in the Municipal Emergency Operations Centre.

Qualifications:

Applicants have university degree or college diploma in journalism, communications, marketing or a related discipline plus a minimum of 5 years relevant experience, or the equivalent combination of education and experience, preferably in a government environment with excellent interpersonal skills to deal effectively and tactfully with a broad range of elected officials, City staff, external agencies, other levels of government, the public and media. You have advanced written and oral communications skills, as well as strong presentation skills to both small and large groups and in public situations with sound understanding of both proactive and reactive media relations and demonstrated experience working with the media. Candidates have proven reasoning, research, analytical and problem-solving skills with the ability to think strategically, excellent project management and organizational skills with the ability to work under pressure with short deadlines and possess initiative and self-reliance with ability to work independently or as a team member. You have advanced experience in designing, creating and editing reports, newsletters, brochures, advertisements and other print materials with demonstrated experience using relevant graphic design software applications (Adobe InDesign, Photoshop, Illustrator), website content moderation systems and social media. Experience in video production/editing and Premiere Pro/Final Cut an asset. You must be willing to work after hours and on weekends, as required. Possession and maintenance of a valid, unrestricted Ontario Driver's License, minimum Class "G". Must be able to supply own vehicle.

Interested candidates are invited to provide a resume with covering letter electronically **no later than Thursday, September 6, 2018**, at www.oshawa.ca under City Hall, Employment link. Please note hard copies of resumes will not be accepted.

We thank all applicants, but only those to be interviewed will be contacted.

We are an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code. The City of Oshawa will provide accommodations throughout the recruitment, selection and/or assessment process to applicants with disabilities. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.

www.oshawa.ca