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work for you.**



Communications Advisor – Sample

If you are committed to public service, enjoy collaborating with others, share our values and have a desire to learn and grow, join The City of Calgary. City employees deliver the services, run the programs and operate the facilities which make a difference in our community. We support work-life balance and offer competitive wages, pensions, and benefits. Together we make Calgary a great place to make a living, a great place to make a life.

We have an opportunity for a highly motivated communications professional to fill the role of Communications Advisor. Reporting to the Department Communications Leader, and providing communications support, primary duties include:

- Develop and implement communication strategies for projects and initiatives, incorporating tools and tactics such as stakeholder engagement opportunities and website development.
- Work with the communications leader and other communicators to provide strategic communications counsel to client management teams on initiatives and issues relating to the clients' operations.
- Help with issuing communications and media relations by coaching clients and preparing materials such as backgrounders and Frequently Asked Questions (FAQ).
- Work with digital communications staff to leverage emerging digital technologies and social media; and client groups to promote their services, programs and projects on the web (intranet and internet).
- Write, edit and produce a variety of internal and external communications materials, including newsletters, bulletins, Web copy and information documents.

Qualifications

- A completed 2 year diploma or a degree in a related field such as Communications, Public Relations, Business or Journalism, supplemented by 5 or more years of progressive experience.
- An intermediate proficiency level with Microsoft Office (Word, Excel, Outlook, PowerPoint).
- A designation in Accredited Public Relations (APR), Accredited Business Communicator (ABC) or Communications and Advertising Accredited Professional (CAAP) would be considered an asset.
- You are a creative thinker with strong organizational skills, political sensitivity and the ability to coach staff and leaders at all levels in the organization.

Pre-employment Requirements

- Successful applicants must provide proof of qualifications.
- Only education obtained from an accredited institution will be recognized as meeting the minimum qualifications.

Union: CUPE Local 38
Position Type: Temporary (up to 24 months)
Compensation: Pay Grade 11 37.94 – 50.73 per hour
Hours of work: Standard 35 hour work week
Audience: External

Business Unit: Customer Service & Communications/Communications
Location: 800 Macleod Trail S.E.
Days of Work: This position works a 5 day work week with 1 day off in a 3 week cycle.
Apply By:
Job ID #:

«Description»

Mail Drop: «Mail_Drop_ID»

Apply online at www.calgary.ca/careers