



TITLE:

Communications Coordinator (Temporary Maternity Coverage) Approximately 12 months starting September 2025

POSITION SUMMARY:

Reporting to the CAO, the Communications Coordinator identifies and implements communications programs, consults with relevant stakeholders on proactive communications, responds to media inquiries, maintains the County's corporate and brand identity, is responsible for public engagement efforts, and manages all County communications tools, including the County website, social media, and all key publications.

POSITION DESCRIPTION

1. Coordinates the implementation of the County's Communications Plan.
2. Plans, directs, and organizes the work of the Communications Department.
3. Oversees, controls, and supervises contracts for web design and operations, and creates and manages updates, content, and improvements to the County website.
4. Maintains a high level of familiarity with County practices, projects, initiatives, and issues.
5. Regularly reviews print, electronic, and digital media and updates Council, CAO, and senior staff, as appropriate, on emerging trends or issues that may impact the County, consulting with them on proactive communications.
6. Provides communications support to Council and the CAO.
7. Ensures that the County's corporate and brand identity is managed professionally and consistently, by overseeing communications tools and design.
8. Coordinates responses to media inquiries for information and interviews, and assists the appropriate spokesperson to develop key messaging for those interviews, including Press Releases, as needed.
9. Acts as corporate spokesperson, representing Saddle Hills County's position, when requested or appropriate.
10. Prepares the operating and capital budgets.
11. Attends Council Meetings and implements and oversees livestreaming of meetings.
12. Liaises with external stakeholders on emerging issues, including for all social media and website inquiries.
13. Responsible for overseeing public participation efforts, including organizing and advertising County events.
14. Responsible for communications related to the Saddle Hills County Health Clinic.
15. Acts as Public Information Officer for Saddle Hills County and Central Peace Regional Emergency Management
16. Provides support to Legislative Services, as required, including acting as Deputy Returning Officer during Municipal Elections.



REQUIRED QUALIFICATIONS:

- 3 – 5 years' experience in a related role, ideally within municipal government, a non-profit, or a community-focused space.
- Proven marketing, communications, and public relations skills.
- Proficient digital marketing skills.
- Demonstrated strong written skills, including correct use of grammar, spelling etc.
- Ability to meet critical deadlines and prioritize workload.
- Demonstrated sound political sensitivity and judgement, including an awareness of wider political issues that may impact County communications and decision-making.
- Ability to maintain confidentiality on all sensitive matters, and deal tactfully and effectively with elected officials, senior staff, media, members of the public, and all external stakeholders.
- Graphic Design expertise and experience would be an asset.
- Must have a valid class 5 driver's license, be able to provide an acceptable driver's abstract and a satisfactory criminal record.

WORKING CONDITIONS AND PHYSICAL CAPABILITIES

- Normal working week consists of 36.25 hours (7.25 hours per day) with occasional remote work and work on weekends
- Fast-paced environment, daily interruptions, and competing priorities.
- Operation of a computer and visual concentration for extended periods of time.
- Ensures all operations are conducted in a safe manner and in accordance with Saddle Hills County policies and all Occupational Health and Safety Rules and Regulations.
- Driving in various weather conditions.

The above statements are intended to describe the general nature of the position and not a complete job description of all responsibilities and activities required for this position. Applications will be accepted until a suitable candidate is found. Only those considered for an interview will be contacted.

Please send resumes in confidence to:
Human Resources Coordinator
Re: Communications Coordinator
E-mail to: hr@saddlehills.ab.ca
Fax: (780) 864-3904 Ph. (780) 864-3760