



## Communications Officer

North Bay is a vibrant city, servicing a regional catchment area of 112,000 people, nestled between Lake Nipissing and Trout Lake. This growing, progressive city of 52,000 residents is conveniently located just three and a half hours from Toronto and Ottawa.

The City of North Bay is seeking applications for the position of Communications Officer. Reporting to the Chief Administrative Officer, this position is responsible for the implementation of a corporate communications plan. The Communications Officer will assist departments and the Corporation as a whole, in the development and delivery of effective corporate communications; advance the branding and marketing of the City; coordinate all corporate public relations activities and events; administer corporate standards and protocols for electronic social media networking mediums and content management of the corporate intranet; oversee the graphic presentation and content management of the corporate web site; assist in the preparation and distribution of media notices or releases; and act as a corporate media liaison as required.

We are looking for demonstrated creativity and innovation in a team player with a proven track record of experience developing and implementing strategic corporate communications plans. The successful candidate will possess a University degree, or equivalent, in communications, journalism, business or public administration combined with a minimum of 7 years of proven experience in the development and implementation of strategic corporate communications plans, preferably in municipal or public sector environment.

Candidates will have an understanding of political and corporate issues and be able to assess matters from both perspectives. Candidates will also possess effective oral and written communication, presentation, report writing, and research skills, as well as demonstrated strong conceptual, analytical, strategic thinking, leadership and problem solving skills.

Qualified individuals interested in being considered for this position are requested to submit a covering letter and resume, in confidence, no later than **4:30 p.m., Friday, January 11th, 2019** to email,

**[staffing@cityofnorthbay.ca](mailto:staffing@cityofnorthbay.ca)**

While we appreciate the interest of all applicants, only those selected for an interview will be contacted.

An Equal Opportunity Employer