



## Community Engagement Officer Office of the Chief Administrative Officer

The City of Quinte West invites applications for the position of Community Engagement Officer for the Office of the Chief Administrative Officer.

### **Purpose & Scope of Position:**

The position is responsible for implementing and driving the City's communications and community engagement strategy and efforts. This includes leading and contributing to the development of communications products and activities such as website content, e-bulletins and e-newsletters, social media, videos, reports, presentation materials, digital images and other resources. The Community Engagement Officer contributes to the development, monitoring and evaluation of communication strategies, plans and trends. It also supports the assessment of program communication vehicles and recommends measures and tools for quality assurance, effective dissemination of resources and continuous improvement.

A minimum of a three (3) year College Diploma in Communications or related field such as Public Relations, Creative Advertising, Journalism, Business Marketing or a related field. Advanced computer skills including expertise with internet, Microsoft Outlook, Word, Excel, PowerPoint and Access are a requirement to the position as well as strong knowledge in the areas of communications, project management, writing and editing. Assets to the position include: Experience with Microsoft Publisher, Adobe Photoshop, Illustrator, HTML, Graphic design, web design or print production, an Accredited Public Relations (APR) or related designation.

The position requires four (4) years of experience in communications or a related field. Previous municipal experience would be an asset. The candidate must present themselves with a high degree of professionalism, and political astuteness. As well, must have strong political acumen and tact, customer service orientation and interpersonal skills, with the ability to adapt to new technologies and changing priorities.

**Remuneration:** The salary for this position is non-union Band 7: \$67,728 - \$75,253.

Qualified applicants are invited to visit the City of Quinte West website at [www.quintewest.ca](http://www.quintewest.ca) and complete the application form and email it along with a resume clearly marked: "Community Engagement Officer" in the subject line by **4:30 p.m. on Friday September 22 2017** to: [hr@quintewest.ca](mailto:hr@quintewest.ca)

We thank all applicants for their interest and advise that only those candidates selected for an interview will be contacted. Personal information is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act and is used to determine eligibility for potential employment. In accordance with the *Accessibility for Ontarians with Disabilities Act*, the City of Quinte West is pleased to accommodate individual needs of applicants with disabilities within the recruitment process. Please call 613-392-2841 (4515) or email the above if you require an accommodation to ensure your participation in the recruitment and selection process.