

Internal/External Competition # 1023.25

Job Vacancy Communications Officer – Corporate Communications

Management Salary Scale Step 8/9 : \$2,889.14 - \$3,810.05 bi-weekly

Requirements

- 5-10 years professional experience in communications work.
- Post-secondary education in a discipline relevant to communications, public relations, journalism, or a related field. An equivalent combination of experience may be considered.
- Bilingualism - written and spoken competence in English and French are considered an asset.
- Strong writing and editing skills.
- Natural collaborator and superior relationship builder, ability to communicate with a variety of stakeholders.

Send your resume to

hr@fredericton.ca

before April 9, 2025
at 4:30 p.m. AST



Job Vacancy

Communications Officer – Corporate Communications

Are you a creative and experienced communications professional?

The City of Fredericton is seeking an experienced communications professional to play a critical role on the City's Communications team working directly with senior City staff.

As Communications Officer with the City of Fredericton you will be responsible for creating and implementing communications strategies, projects and initiatives throughout the organization that ensure the success of City goals and priorities. You will help foster positive relationships between the City, its external partners, and the general public.

You will have at minimum 5 years of professional experience in strategic communications work and be equally comfortable offering advice to senior decision makers as you are rolling up your sleeves to get a job done.

As Communications Officer, you will work closely with City staff across all departments as a thought partner and implementer. You need to be curious, motivated, creative, and nimble, and be able to write well and accurately under tight deadlines. Being organized and having an attention to detail is essential. You will share important City information with the public. Having a keen sense of newsworthiness to seek out compelling stories that build confidence in the City of Fredericton is a must.

Join our dynamic team with the City of Fredericton. We need a talented individual who can build community trust and connection.

What You'll Do:

- Develop and execute communications projects, initiatives and frameworks that build successful narratives around Council and City priorities and objectives, communicate change, raise awareness, and generate public understanding.
- Assist in coordinating current and emerging communications issues throughout the organization.
- Prepare response plans for various scenarios as they relate to the organization's communications and media strategy.
- Prepare various communications deliverables such as news releases, website content, social media posts, infographics, newsletters, brochures, and more.
- Assist with the City's media relations strategy including coordinating responses and requests, advising on media strategy and story development.
- Collaborate with team members to ensure alignment and consistency in branding, style, and messaging.
- Research issues, policy developments, and media coverage of targeted topics, and distilling this research into clear, concise documents, and reports.
- Assist in the planning of public engagement events or announcements as required.
- Perform other related duties as assigned.
- Occasional evening work and confidentiality required.

What You'll Bring

- Strong writing and editing skills; demonstrated ability to develop accurate, engaging, stylistically sound content consistent with the organization's brand and messaging.
- Natural collaborator and superior relationship builder, ability to communicate with a variety of stakeholders.
- Demonstrated success in communications, consulting, or advocacy work.
- Problem solver, ability to play a collaborative role on complex files.
- The ability to translate complex issues into a level appropriate for the general population and policymakers.
- Experience analyzing and reporting on communications data, evaluating impact, and suggesting ways to adjust course to improve results.
- Attention to detail, strong follow-through.
- Ability to remain organized and responsive to multiple competing priorities and deadlines.
- Critical and creative thinking skills, sound judgement.
- Computer skills with proficiency in MS Office programs, Adobe, and more.
- Ability to work independently and as part of a professional team.

Perks:

- Bi-weekly benefit spending allowance of \$275 - 295.08
- Enjoy a robust benefits package : Health, Dental and Pension plans
- Play a vital role in building trust and connection within our community through communication efforts.
- An opportunity to have a significant impact on your community.
- Join a collaborative team where your ideas are valued and creativity is encouraged.

Ready to take on this exciting challenge and contribute to the City of Fredericton's communication efforts, we'd love to hear from you. Apply today!

How to apply:

Email your resume and cover letter to hr@fredericton.ca on or before April 9, 2025 at 4:30 p.m. AST.

The City of Fredericton is an equal opportunity employer.

Only those applicants selected for further consideration will be contacted.

Fredericton



**WHERE CAREERS AND
COMMUNITY FLOURISH**

