

Internal/External Competition # 1054.24

Job Vacancy

Assistant Manager – Corporate Communications

Management Salary Scale Step 11 : \$3,319.66 - \$4,149.57 bi-weekly

Requirements

- Post Secondary Education in a discipline relevant to Communications, Public Relations, Journalism, or a related field.
- Five (5) to ten (10) year's experience in communications and advocacy work.
- An equivalent combination of education and experience may be considered.
- Proficiency in both official languages, English and French, is considered an asset.



Send your resume to

HR@fredericton.ca

before November 26, 2024
at 4:30 p.m. AST

Job Vacancy

Assistant Manager – Corporate Communications

Are you a creative and experienced communications professional?

The City of Fredericton is looking for an experienced communications professional to join our dynamic team as the Assistant Manager of Corporate Communications. You will play a vital role in supporting our City Council and senior staff by blending strategy and storytelling to engage our community like never before!

The successful candidate will be responsible to lead and implement strategic communications projects and initiatives throughout the organization that ensure the success of City and Council's goals and priorities. You will help foster positive relations between the City, its external partners and the general public. You will have at minimum five (5) years of professional experience in strategic communications work and be equally comfortable offering counsel to senior decision makers as you are rolling up your sleeves to get a job done. The Assistant Manager of Corporate Communications will work closely with City staff across all departments as a thought partner and implementer. You need to be curious, motivated, creative, nimble, and be able to write well and accurately under tight deadlines. A key part of this role is to assist in the management of the entire team's workflow – from making assignments, to making sure deadlines are met. 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 as the Assistant Manager of Corporate Communications with the City of Fredericton. We need a talented individual who can build community trust and connection.

What You'll Do:

- Lead, develop, and execute strategic 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 managing current and emerging communications issues throughout the organization.
- Research issues, policy developments, and media coverage of targeted topics, and distilling this research into clear, concise documents, memos and reports for Fredericton City Council, City staff, and various internal and external communication initiatives ensuring consistent messaging that reflects corporate standards.
- Preparing response plans for various scenarios as it relates to the organization's communications and media strategy.
- Collaborate with team members to ensure alignment and consistency in branding, style, and messaging.
- Assist in the preparation of various communications deliverables such as news releases, website content, social media posts, infographics, newsletters, brochures, and more.
- Attend Fredericton City Council and Standing Committee meetings as required.
- Perform other related duties as assigned.
- Confidentiality required.

What You'll Bring

- Exceptional writing and editing. Demonstrated ability to craft accurate, engaging, and stylistically sound content consistent with our 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 provide leadership 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 \$264.82 - \$316.03
- Enjoy a robust benefits package : Health, Dental and Pension plans
- Play a vital role in building trust and connection within our community through strategic 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 November 26, 2024 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**

