

COMMUNICATIONS/ECONOMIC DEVELOPMENT OFFICER

The City of Moose Jaw is seeking to fill our newly created Communications/Economic Development Officer position. Under the direction of the Manager of Communications/Stakeholder Relations and the Manager of Economic Development, the Communications/Economic Development Officer supports the communications, economic development, and community development activities for the City of Moose Jaw.

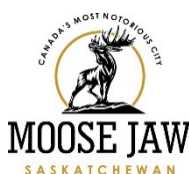
This position will perform the following duties:

- Manage media relations efforts such as media monitoring, drafting News Releases and newsletters, organizing corporate and media events, writing backgrounder questions and answers, and prepping spokespeople in the advance of media interviews.
- Use creativity, design and technical skills to conceive and develop visual and written content for marketing and educational campaigns on multiple platforms including social media, print, radio and online.
- Plan, edit and deliver strategic social media content consistent with the City's brand and Strategic Plan.
- Establish relationships with community groups, external boards and committees, and Indigenous governments and organizations.
- Support the facilitation of stakeholder engagement and relationship building on economic development activities.
- Support the Downtown Moose Jaw Association (DMJA), including engagement with the Board of Directors, event planning, marketing, project management, information management and secretarial support.
- Represent the City at trade shows, conferences, business symposiums and economic development associations as required.
- Involved in such activities as event planning, marketing, project management, information management and secretarial support to the DMJA Board.
- Proactively pursues grant funding opportunities including identifying and writing grant applications to bring additional resources to the City and downtown.

Qualified applicants will possess:

- A diploma or degree in Communications, Journalism or a related discipline or equivalent experience.
- Certificate or experience in Economic/Community Development and/or desire to achieve educational credentials relating to Economic Development is preferred but not required.
- Demonstrated indicators of initiative, creative thinking, superior oral, written and interpersonal communication skills, along with strong organizational skills.
- Extensive ability and experience in social media marketing and content creation.
- Experience with Canva or other, similar graphic design programs.
- Experience and success interacting with a diverse slate of constituents and stakeholders, including business owners and Indigenous leaders.
- Maintain a Class 5 driver's license and a personal vehicle for business travel.
- Familiarity with Windows-based systems and various Microsoft Office programs including Word, Excel, PowerPoint and Teams.

Please submit a resume prior to 5:00 p.m. November 27, 2022, with names of references and clearly indicating Competition #22-61 to:



City of Moose Jaw, Human Resource Services

Fax: (306) 694-4517 or

E-mail: postings@moosejaw.ca

We will contact applicants we wish to consider within 3 weeks of the competition closing date. All applicants are thanked for their interest.