

September 23, 2024

JOB OPENING: Permanent assignment

**SENIOR COMMUNICATIONS ADVISOR
Clerk's Office and Public Affairs Department**

NATURE OF THE WORK

The **Communications Division** is looking for a **Senior Communications Advisor**. The main responsibility of the incumbent is to coordinate and guide the activities of the professional staff in order to carry out the communication mandates or projects entrusted to them. The incumbent must develop, implement and monitor communication programs or projects for a service or a set of activities, evaluate strategies and make appropriate recommendations.

MAIN RESPONSIBILITIES

- Establishes schedules for the completion of activities, mandates or projects, and ensures that deadlines and budgets are respected; submits discrepancies to his/her supervisor as appropriate.
- Identifies and collects data in order to develop communication programs or partner with other promoters.
- Analyzes the needs of the Town's various departments and proposes an annual program of activities or a strategic communication plan that considers the communication reference framework.
- Participates, with his/her superior, in the strategic reflection of the communication plan and the actions to be taken for the entire organisation.
- Conducts market research to guide advertising and promotion strategies.
- Conducts opportunity and feasibility studies for the implementation of communication programs.
- Recommends and implements communication programs (promotion, advertising and documentation) and related standards to control their use and dissemination.
- Designs or participates in communication projects for a department or set of activities, ensures the implementation of communication programs.
- Prepares service proposals and submits them to his/her supervisor for approval.

- Evaluates the results of communication strategies and advertising and promotion programs.
- Negotiates agreements or obtains contributions from organisations and businesses willing to participate in the Town's activities.
- Provides managers with communication advice and recommends the most appropriate dissemination techniques according to the target clientele.
- Participates in working groups internal or external to the Town and/or coordinates, as needed, the various persons involved in the pursuit of projects requiring his/her area of expertise.
- Coordinates the work of the communications agents and the support staff; verifies and approves it in terms of quality and quantity. Recommends to his/her supervisor any administrative measures relating to support staff. May give relevant instructions to other professionals who have a contribution to make to his/her project.
- Prepares various administrative reports and technical documents related to his/her work.
- Posts online and updates documents on the Town's Websites and Intranet.
- Performs any other related tasks.

REQUIREMENTS AND QUALIFICATIONS

- Hold a Bachelor's degree (BA) in communications;
- Have a minimum of four (4) years of relevant experience;
- Knowledge of the municipal environment (an asset);
- Excellent writing skills, fluent in French and English*, ability to popularize texts;
- Knowledge of the software required to update Websites (e.g. Drupal, WordPress) and to implement a content management system;
- Ability to manage databases (e.g. Formstack, Event Brite, Survey Monkey);
- Ability to manage a newsletter (e.g. MailChimp);
- Good knowledge of different social networks (Facebook, LinkedIn, YouTube, Instagram);
- Ability to meet tight deadlines;
- Organisational and priority-setting skills;
- Ability to develop and carry out certain controls and follow-ups.

**Knowledge of English is a requirement due to potential interactions with the Town's citizens.*

CONDITIONS AND BENEFITS

The Town of Mount Royal has advantageous conditions for its employees. For this position, it offers, among others:

- An annual salary between \$93,932.38 and \$125,243.56 (*under revision*);
- A stable schedule of 35 hours per week, from Monday to Friday;
- Insurance;
- Defined benefit pension plan;
- Vacation, floating holidays and sick leave;
- Possibility of working from home (hybrid schedule);
- On-the-job training.

PLEASE NOTE

Applications will be accepted until **Friday, October 11, 2024 at 16:30**.

Interested candidates should send their curriculum vitae at the attention of Vanessa Abdulezer, Senior Human Resources Advisor at humanresources@town.mount-royal.qc.ca, mentioning contest number **RH-2024-05**.

Only candidates who are selected for an interview will be contacted.



Human Resources Department
Town of Mount Royal
90 Roosevelt Avenue
Mount Royal (QC) H3R 1Z5
Tel. 514 734-2980 Fax 514 734-3082
humanresources@town.mount-royal.qc.ca

