

Communications Coordinator (Maternity Leave)

Date: January 9, 2023

Location: City of Weyburn – City Hall

Weyburn is a thriving prairie city nestled in the southeast corner of Saskatchewan and a dynamic community providing exceptional quality and opportunities for its residents and visitors. The City of Weyburn is a multifaceted organization employing much of the local public in a variety of meaningful careers. The City strives to be an engaged and diverse employer with approximately 105 employees, increasing to over 130 during summer months. The City of Weyburn is offering candidates an opportunity to gain knowledge and enhance their careers while working in a municipal environment with the City of Weyburn to fill in for a Maternity Leave as the **Communications Coordinator**. This position would be ideal for anyone looking to start their career in the field or for a student who is looking for a placement.

Responsibilities:

- Provide communications support to City Council and City Departments;
- Prepare media correspondence and emergency communications for the City of Weyburn;
- Prepare speaking notes/speeches for Council members when representing the City of Weyburn;
- Responsible for the City of Weyburn's social media presence – Twitter, LinkedIn, Facebook etc.;
- Manage and maintain the City of Weyburn website and employee intra-web;
- Assist in long term planning and budgeting processes;
- Attend City Council meetings and participate on various committees;
- Perform other related duties as required.

Minimum Qualifications:

- Possess a university degree or diploma with a major in communications/journalism/marketing/public relations or a related discipline;
- Excellent verbal and written communication;
- Knowledge and understanding of political issues at a local, provincial and federal level an asset.
- Possess a valid Class 5 driver's license.

Additional Information:

- **Job Status** – Maternity Leave Position (until approximately April 2025)
- **Classification** – Out of Scope
- **Application Deadline** – The position will remain open until a suitable candidate is found.

To Apply:

Please submit your resumes and cover letters directly to **Mathew Warren, City Manager** at careers@weyburn.ca or drop off your information at city hall. The City of Weyburn thanks all applicants for their interest in this employment opportunity but only those applicants invited for an interview will be contacted.