

COMMUNICATIONS & EVENTS CO-ORDINATOR – TERM POSITION – 24 Months

Town of Lunenburg, Nova Scotia

The Town of Lunenburg has an exciting opportunity for a well-rounded generalist who thrives in a high paced dynamic environment demonstrating ability to respond easily to shifting priorities. You are creative, organized, and natural relationship builder, an exceptional writer and communicator across varied platforms. In this role you will report directly to the Chief Administrative Officer (CAO) and provide support to Mayor, Council and Department Directors.

The primary objectives, for this position is to:

- Enhance organization and public awareness of Town services, events, and initiatives.
- Manage and improve digital communications, including social media, website design & content and newsletters.
- Foster meaningful engagement with residents and stakeholders

Located on Nova Scotia's South Shore, the town of Lunenburg is a diverse and vibrant community of +2300 year-round residents with numerous seasonal residents. Lunenburg is a coastal town offering a multitude of cultural and recreational opportunities which supports a quality of lifestyle and is within a short driving distance of Halifax and Stanfield International Airport.

Lunenburg maintains a diverse balance of initiatives that focus on community, environment and development and providing quality municipal services to the community, is a priority. Lunenburg Town Council and Staff are committed to ensuring residents, business owners and visitors fully enjoy the best of Lunenburg, a UNESCO World Heritage Site.

Principle Responsibilities

Digital Communications Management:

- Review, Update, and maintain the Town website.
- Manage and grow Town social media channels.
- Create visually appealing and accessible digital newsletters.
- Create an E-Calendar of Events and Promotions.
- Responsible for: Audio/Visual Broadcasting of Council Meetings/General Meetings & Events.

Public Relations:

- Draft releases and manage media inquiries.
- Support the Town in public-facing campaigns.
- Represent the Town's voice in all communications.

Community Engagement:

- Assist in organizing public events, such as flag raisings and public consultations.
- Promotion of additional events (including but not limited to Fisherman's Memorial Service, UNESCO, Folk Harbour Festival...).
- Develop and promote a Special Events List, through mailouts, newsletters and website.

Crisis Communications:

- Provide rapid response during emergencies or sensitive issues.

Requirements:

This is 5 days a week, on site position, based at Lunenburg Town Hall requiring 35 hours per week. This role also requires some evening and weekend/Statutory Holiday work. Social Media work requires willingness to post 24/7 and availability as required.

What You Possess:

The ideal candidate will have:

- Post Secondary Degree or Diploma in Communications, Public Relations, or related field.
- Minimum 3 years experience in Communications Internal/External.
- Exceptional communication skills, planning, research, writing, editing and measurement.
- Strong writing ability print, Web, and speech writing.
- Proficiency in Microsoft Office 365, and social media platforms.
- Experience with Adobe Creative software an asset.
- Bilingual: English, French, additional languages an asset.

We Offer:

Salary: \$72,400.00 to \$77,200.00

Closing Date: March 28, 2025, at 4:00PM

Please send Cover Letter and Resume in confidence to:

Email: hr@townoflunenburg.ca

With **Communications & Events Coordinator** in subject line.

We thank all candidates for your interest, only those selected for an interview will be contacted.

All Candidates must be legally eligible to work in Canada.

The Town of Lunenburg is committed to the fundamental principles of Equal Employment Opportunity and in accordance with the Nova Scotia Human Rights Act and Accessibility Act.

Check Us Out!

www.townofLunenburg.ca