



We're Hiring

Communications Coordinator

The Town of Stephenville is seeking an individual to coordinate all aspects of communications on behalf of the town. This individual will ultimately be responsible for coordinating the development of a 'Communications Plan' for the town that would include any & all communications among staff, between senior staff and council, as well as external communications. Duties will include oversight for the town's website, Facebook page, emails, and all social media posts.

The successful individual would require academic credentials in communications and/or experience in municipal communications. Obviously, the best combination of academic qualifications and experience will be selected for interview. Communications in the political world is extremely important and we 'want' and 'need' to "get it right" and follow the proper communications protocols.

If you feel you have what it takes to lead our communications team – drop us a line. We'd love to hear from you. We are open to suggestions on 'how' and 'what' needs to be done to improve communications in the municipal world – so give us your suggestions – tell us what you would do if you were the Communications Coordinator.

Why not drop us a line? Tell us what you have to offer. Let us know how you can contribute to the growth of communications in Stephenville.

This is a full-time permanent non-bargaining unit position that reports to the CAO of the Town of Stephenville. There is a competitive wage package provided as well as a pension and health benefits package.

A copy of a detailed job description will be provided to all candidates selected for an interview. Applicants are to submit electronic applications only and a reply of confirmation of receipt of your application will be provided to you.

Applications should be forwarded as follows:

JW Consulting Associates
Communications Coordinator - Stephenville
Email: cet@nl.rogers.com

Deadline for receipt of applications is 4:00 p.m. Friday, February 2, 2024 and interview will take place Monday, February 5, 2024. Please include a cover letter, current resume outlining your qualifications for this position, and at least two (2) professional references. A *Certificate of Conduct* will be required of the successful nominee.