



**TOWN OF TORBAY
COMMUNICATIONS COORDINATOR**

ABOUT TORBAY

The beautiful Town of Torbay is a vibrant community with over 7,899 residents on the Avalon Peninsula of Newfoundland and Labrador. Torbay is home to over 150 businesses, three schools, and numerous community groups. Situated right on the Atlantic Ocean, Torbay offers breathtaking views in a scenic, rural setting. Conveniently bordering the capital City of St. John's, all urban amenities, including major retail centers and an international airport, are within a few minutes drive.

THE POSITION

The Communications Coordinator will be involved in the development and implementation of the Town's external and internal communication strategies and tools including those for community engagement, media relations, social media and the website. The role will also design and develop graphics for social media and other publications. The role will interact closely with internal and external community stakeholders.

Reporting to the Director of Corporate Services, the activities of the Communications Coordinator will support the Town's Communications and Strategic Plan. This person will also work closely with the Mayor and the Chief Administrative Officer.

This is a full-time permanent position.

QUALIFICATIONS

The ideal candidate will possess relevant post-secondary education, with three to five years of progressive experience in that field, or any equivalent combination of experience and training acceptable to the Town. The ideal candidate will also possess strong oral and written communication skills.

APPLICATION PROCESS

The Town welcomes applications from qualified candidates until **Thursday, April 25, 2019 at 4:00PM**. You are invited to email your resume, complete with references and covering letter, in confidence to Dawn Chaplin, Chief Administrative Officer at dchaplin@torbay.ca .

The Town of Torbay wishes to thank all interested applicants. Only those selected for an interview will be contacted.