

## Employment Opportunity

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<b>Position:</b>	Project Communications Coordinator
<b>Department:</b>	Administration
<b>Reports To:</b>	Chief Administrative Officer (CAO)
<b>Status:</b>	Full-Time; six-month contract
<b>Hours:</b>	Monday to Friday, 8:30a.m. to 4:30p.m. (35 hours per week)
<b>Wage Range:</b>	\$32.50 - \$37.68
<b>Location:</b>	Town Hall, 274 Main Street, Antigonish

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### General Accountability

The Town of Antigonish is seeking a dynamic and skilled Project Communications Coordinator to support communications for key infrastructure and capital projects. This role is an exciting opportunity to help shape how the Town communicates with residents and stakeholders during periods of growth and development.

Under the direction of the CAO, the Project Communications Coordinator will work closely with the Projects Team within the Infrastructure & Engineering Department. This role will focus on proactively developing and delivering clear, timely, and engaging communications related to key capital projects. The successful candidate will help ensure residents, stakeholders, and partners remain informed and confident in the Town's ongoing infrastructure investments.

### Responsibilities

- Develop and implement communication plans for major capital projects, ensuring consistent messaging across all channels.
- Prepare public-facing materials including project updates, media releases, website content, social media posts, FAQs, newsletters, public notices, and internal updates.
- Translate technical project information into accessible, community-friendly language.
- Coordinate public engagement activities such as open houses, information sessions, and digital engagement tools.
- Monitor community feedback and support responses to public inquiries related to project timelines, impacts, and progress.
- Work closely with project managers and contractors to gather accurate and up-to-date information.
- Maintain project pages on the Town's website and ensure information is current and easy to navigate.
- Support issues management and risk communication related to construction impacts, service disruptions, and project milestones.
- Track communication metrics and prepare summary reports for internal teams and Council as required.

## Qualifications

- Post-secondary education in the field of communications, public relations, marketing, or a related discipline.
- Two to three years of experience in communications, preferably in municipal government, public sector, or infrastructure-related environments will be considered an asset.
- Strong writing and editing skills with the ability to simplify complex information.
- Experience managing social media channels and website content.
- Basic graphic design experience considered an asset
- Experience with content management systems, social media platforms, and design tools (e.g., Canva, HootSuite) is considered an asset.
- Ability to work collaboratively with multidisciplinary teams and manage multiple priorities.
- Strong organizational and time management skills with attention to detail.
- Familiarity with public engagement practices considered an asset.

## Additional Skills and Abilities

- Possesses professional level communications skills (written and verbal).
- Possesses effective public speaking, interpersonal, and networking skills.
- Energetic and results oriented.
- Demonstrates initiative and sound judgment
- Ability to manage sensitive information with professional and discretion
- Results-oriented with strong attention to detail

## How to Apply

Interested candidates are invited to submit a resume and cover letter outlining their qualifications and relevant experience via email to [jobs@townofantigonish.ca](mailto:jobs@townofantigonish.ca). Please include "Project Communications Coordinator" in the subject line of your email.

This posting will remain open until the position is filled; however, applications will be reviewed as they are received, and interviews may be scheduled accordingly.

The Town of Antigonish is committed to employment equity and welcomes applications from all qualified candidates, including women, Indigenous peoples, persons with disabilities, and members of visible minorities.

Only candidates selected for an interview will be contacted.