



Town of Montreal West
Communication Development Supervisor
Fixed term contract position of two years

JOB OFFER

JOB DESCRIPTION:

Under the authority of the Environment, Communication and Recreation Coordinator and Director General, the chosen candidate will exercise their function with high degree of autonomy. They will contribute to the outreach of the Town through active research and the dissemination of material via various municipal mediums.

The Communications Development Supervisor participates in the planning, evaluation and implementation of projects at the organizational and financial levels, such as the redesign of the Town's Website (project currently in progress).

The main responsibilities of the Communications Development Supervisor will include, but not be limited to:

- Develop the Town's Strategic Communications Plan and related strategies;
- Participate in the formalization of work processes in the area of communication;
- Gather the required information and provide editorial support for various types of communication;
- Control the quality of language in communications intended for the public that are realized by the different departments by the proofreading, translation, revision, drafting and the production of various documents (letters, communiques, information capsules, brochures, annual reports, presentations, posters, municipal calendars, etc.) destined for external publication.
- Ensure the visual and ergonomic consistency of communications and ensure coherence with the graphical standards and the institutional signature;
- Integrate all necessary changes to the content and visuals on the website and the web calendar; ensure the quality of the information found there, in close collaboration with the management team;
- Animate and monitor the Town's social media on daily basis;
- Any other related tasks.

SKILLS AND REQUIREMENTS:

- Bilingual, **oral and written (English and French)**;
- Autonomy, sense of organization, creativity, time and priority management and adaptable to change;
- Bachelor's degree in communication, interactive media profile, graphic design or multimedia or any discipline relevant to the position;
- Advanced Computer Literacy: Microsoft Suite, Adobe InDesign, Publisher, Illustrator, Photoshop Lightroom and After Effect an asset;
- Knowledge of the Website Content Management System: WordPress, an asset;
- Have two (2) years of experience in relevant work.

SALARY AND BENEFITS

Contractual post with a fixed term of **two years**. The schedule is 35h / week from Monday to Friday, 8:30 to 12:00 and from 13:00 to 16:30. \$ 55 000/year and the benefits are to be discussed.

Location: Town Hall, 50 Westminster S. Montreal West.

Anyone wishing to apply must send their resume and a letter of motivation to the attention of Mr. Raffaella Di Stasio by email at the following address: rdistasio@montreal-west.ca no later than Friday, July 17th 2018 at 12:00. Only those selected will be contacted.

* The letter of motivation must be written according to the following language ratio: 50% of the text in French and 50% of the text in English.

References will be requested.