

Municipal District of St. Stephen

Employment Opportunity

Communications Officer

Full-Time Position

About the Role

Reporting to the Chief Administrative Officer, the Communications Officer is responsible for developing and delivering a wide range of communications and public engagement initiatives. The role provides corporate communications leadership across all departments, ensuring consistency, professionalism, and transparency in everything we share with the public.

Key Responsibilities

- Develop and implement a municipal communications strategy and annual workplan.
- Prepare and distribute news releases, public notices, newsletters, and website content.
- Manage the municipality's website, social media channels, mass alert and digital communications tools.
- Support Council and staff with communication plans for projects, programs, and community engagement.
- Coordinate media relations, monitor coverage, and prepare key messages or speaking notes.
- Lead issues and crisis communications planning and response.
- Maintain brand standards, plain-language communication, and accessibility compliance.
- Track engagement metrics and prepare reports to measure communications performance.

Qualifications

- Post-secondary education in Communications, Public Relations, Journalism, or a related field.
- Minimum of 3–5 years of relevant experience in communications or public relations (public sector preferred).
- Excellent writing, editing, and verbal communication skills.
- Experience managing websites and social media content.
- Ability to work independently, handle multiple priorities, and meet deadlines.
- Familiarity with graphic design and basic photo/video editing software considered an asset
- Experience in issues management or emergency communications is an advantage.
- Ability to communicate in French would be considered an asset.

Why Join Us

This position offers the chance to play a central role in how the municipality engages with its residents and promotes transparency, accountability, and community pride. You'll be part of a collaborative, forward-thinking team committed to making a difference in St. Stephen and the surrounding area.

Compensation

The salary range for this position is \$65,000 – \$85,000 annually, plus a comprehensive benefits package and pension plan. Actual placement within the range will depend on qualifications and experience.

How to Apply

Interested candidates are invited to submit a cover letter and résumé outlining their qualifications and experience to:

Chief Administrative Officer
Municipal District of St. Stephen
Email: jeff.renaud@chocolatetown.ca
Subject line: Communications Officer Application

Applications will be accepted until **November 21, 2025**, or until position is filled.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.