



The City of Flin Flon is looking for an energetic, motivated and responsible individual for the following position.

## **SOCIAL MEDIA, MARKETING, & COMMUNICATIONS COORDINATOR**

This is an out of scope position which manages all communications on behalf of The City of Flin Flon, working closely with Administration and Council to ensure consistent messaging which aligns with current strategic priorities.

### Major Tasks:

- Ensure the effective planning and management of media relations, strategies and initiatives consistent with The City of Flin Flon Community Plan.
- Provide communication advice, planning and tools to engage both internal and external constituents.
- Develop key messaging to the public and employees on behalf of Council, the Mayor and administration.
- Research, write and assist in editing various regular and recurring communications such as blogs, print and broadcast media.
- Manage the timely preparation of news releases, public service announcements and social media posts.
- Maintain and develop content for the website, connect site, the Flin Flon App, and all social media.
- Create and develop promotional events and opportunities such as trade shows.
- Promote the community as a tourism destination.
- Act as a social media influencer using positive messaging

### Desired Knowledge, Skills and Abilities:

- Must be a confident communicator and presenter.
- Require strong writing, editing, proofreading, layout and design skills.
- Superior project management and time management skills.
- Must possess excellent organizational and planning skills.
- Must be knowledgeable of current technologies and trends in social media, design tools, and applications.
- Must be able to work with a minimum amount of supervision.
- Must be able to maintain confidentiality.

### Qualifications:

- Experience in public relations, communications, journalism, marketing, graphic design, or English, or a combination of relevant experience and education will be considered.
- Valid Driver's License is required
- Current and clear Criminal Record and Vulnerable Sector Check.

Apply with resume and application no later than 12:00 pm – April 9, 2021

For more information on the position or requirements please call or email below.

Submit Resumes to:

**Nicole HARTMAN**

Director of Recreation  
The City of Flin Flon  
20 First Ave  
Flin Flon, MB R8A 0T7  
204-681-7502 or nhartman@flinflon.ca