



COMMUNICATIONS COORDINATOR

The Nottawasaga Valley Conservation Authority (NVCA), located near Barrie, Ontario, is a public agency dedicated to innovative watershed management supporting a healthy environment, communities and lifestyles. Our jurisdiction includes 18 municipalities in the County of Simcoe, County of Dufferin, Grey County, and the western part of the City of Barrie and spans approximately 3700 sq. km. Our watershed includes significant landform features, such as the Minesing Wetlands, the Niagara Escarpment, and the Oak Ridges Moraine.

The NVCA is currently seeking an experienced and dynamic individual looking for a rewarding, exciting and great employment experience to join us in the role of Communications Coordinator.

Reporting to the Director of Corporate Services, key responsibilities include preparation of engaging written and graphic material/content including news releases, newsletters, fact sheets, annual reports, etc. You will also be responsible for the integration of content for the NVCA's web site, while ensuring accessibility compliance and social media platforms. This position will also assist with the planning of special events to promote the Authority.

Ideally, the incumbent has a diploma in Communications, Public Relations, Journalism or related field, and a minimum 3 years related experience. You have excellent writing skills with attention to detail; are proficient with various multimedia and presentation software, audio visual equipment and MS Office; and, up-to-date with the techniques and practices of media relations and organizing events. You must have a valid Ontario's driver's license.

This is a permanent full-time position. The NVCA offers a competitive benefit package including OMERS (Ontario Municipal Employees Retirement System). Annual salary rate is \$61,825 to \$75,129 (Grade 6) based on a 35 hour work week.

Working hours will normally be between 8:30 a.m. to 4:30 p.m., Monday to Friday. However, based on the needs of the program, opportunities to work weekends and after hours may also be required.

The Nottawasaga Valley Conservation Authority's watershed is one of the fastest growing in Ontario and we are committed to providing a high quality of service to our clients.

We invite you to review a detailed job description on our website at nvca.on.ca. Please e-mail your resume to careers@nvca.on.ca. Your application must be received by 2:00 p.m. on June 17, 2019.

We thank all applicants for their interest, however, only those candidates under consideration will be contacted. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise us to ensure your accessibility needs are accommodated throughout this process.