The Town of Truro is seeking a Marketing and Communications Coordinator to join our team, reporting directly to the Manager of Strategic Initiatives and Communications. In this pivotal role, you will be at the helm of our marketing, communications and public relations/business development efforts.

Your expertise and experience will play a central role as you take charge of managing a diverse array of digital platforms, including websites, social media, public communications and more. Your creative approach to crafting engaging content will be instrumental in shaping and advancing the various initiatives of the Town of Truro.

This is an exciting opportunity to make a meaningful impact and contribution in a growing community, where your talents will help us forge stronger partnership connections within the local business community and members of the public.

For a detailed job description, please visit the Town of Truro website. (www.truro.ca)

**REQUIREMENTS AND QUALIFICATIONS:**

- Post-secondary education in a field of Communications, Marketing, Public Relations, Journalism, or related;
- At least 3 years' experience in a similar role;
- A suitable combination of experience and education may be considered;
- Experience in project planning and business and communications planning;
- Extensive experience in preparing web, social media, and online engagement strategies with demonstrated success in developing effective content and engaging audiences.
- Strong communication, presentation, and organizational skills.
- Proficient computer skills, specifically with Microsoft Office Suite, PowerPoint, Canva;
- Experience with graphic design and photography, an asset;
- Experience with Joomla or similar content management system, an asset;
- Demonstrated ability to interact and collaborate with a variety of diverse stakeholders, including those in senior leaderships roles such as elected officials and senior staff;
- Possess the ability to prioritize work and meet deadlines; have flexibility to respond to a variety of tasks and functions; be self-directing and innovative; have the ability to multi-task and possess concentration for detail.
- Must have a valid driver's license, vehicle, and ability to travel locally.

**Application Provisions:**

Interested applicants must submit a resume with a concise covering letter highlighting relevant qualifications and experience. Competition number must be clearly indicated on the envelope and covering letter. Only applicants selected for an interview will be contacted.

**Salary, Benefits and Pension:**

$63,000 - $75,000

The Town of Truro offers a comprehensive group benefit plan (Health, Dental, Life Insurance, LTD and AD&D) and a defined benefit pension plan through the Nova Scotia Pension Services Corporation.

**Closing Date for Applications:**

July 26, 2024, at 4:00 pm

**Forward applications to:**

Tammy Totten, Manager of Human Resources
Town of Truro
695 Prince Street
Truro, NS B2N 1G5
Email: jobs@truro.ca

The Town of Truro is committed to fostering an inclusive working environment and encourages applications from a wide spectrum of backgrounds and experiences. We encourage individuals from historically underrepresented communities, including Black, racialized and Indigenous Peoples, members of the 2SLGBTQ+ community, newcomers to Canada, and People with Disabilities, to apply.