



### **Communications Coordinator - 18 month Term**

Are you looking for a new opportunity where you can be part of building the future in a growing community? If you are looking to be part of a team-based environment, then we want to hear from you!

**We are accepting applications for an 18-month term to fill the role of Communications Coordinator.**

The Communications Coordinator supports the communications, design and marketing initiatives of the Municipality of East Hants. This includes content development, social media management, graphic design and supporting a range of communication services for the Municipality to ensure internal and external communication efforts are effectively coordinated.

#### **What you can offer:**

- University Degree in communications, public relations, graphic design, marketing or related field, or an equivalent combination of education and experience
- 2 years related experience in communications and graphic design.
- Excellent writing and editing skills and grammatical knowledge with the ability to effectively advise others and support their writing efforts.
- Knowledge and experience in creating content using different writing styles for different purposes and for varied media.
- Strong understanding and direct experience in online communications tools including Meta and LinkedIn, including how to develop effective online content and campaigns to support business goals. Knowledge of trends, behaviour and needs of online audiences is essential.
- Excellent organizational, research and time management skills with the ability to prioritize multiple tasks paying close attention to detail and deadlines.
- Proficiency in Microsoft Office products required.
- Knowledge of graphic design programs including proficiency in Adobe InDesign, Photoshop, Illustrator and Canva required.
- Excellent interpersonal, public speaking and customer service skills with the demonstrated ability to exercise tact, leadership, good judgement and diplomacy.
- Ability to demonstrate active listening, collaboration and trust building skills.
- Solid understanding of Diversity, Equity, Inclusion and Belonging in a customer focused environment

#### **What we can offer:**

- Work-life balance focused environment, with a Flexible Work Policy.
- A culture of teamwork, trust, and service excellence.
- A collaborative, solutions-based work environment, with a high degree of autonomy.
- Working with a team that is passionate about serving a community.
- A commitment to personal and team professional development.
- The excitement of being part of building the future in a fast-growing Municipality.
- Employee Assistance Program.

**Annual Salary:** **\$56,971 - \$71,214**

**Deadline to apply:** **August 24, 2025**

If you require an accommodation to assist in the application process, please contact Human Resources at [jobs@easthants.ca](mailto:jobs@easthants.ca) or (902) 883-6216.