

Communications Advisor – Two-year term

Location: Dartmouth

Who we are:

We are proud to be Nova Scotian – our roots, people, and entrepreneurial spirit live here. Our industry is property assessment, the backbone of global, modern-day taxation, and our government clients depend on our ability to deliver reliable and accurate services so they can make sound decisions about how to build, grow and sustain their communities.

We are at the forefront of our industry, combining the assessment expertise and experience of our people with the analytical power of artificial intelligence, and are sought after by clients seeking to modernize their approaches and improve their results.

Our people are dedicated to growing our business and bring an unwavering commitment to client service and delivering results. Our passion, curiosity, adaptability, and pursuit to improve ourselves and our product is what sets us apart.

Why Work with us:

When your vision is exceptional people doing exceptional work, you build corporate culture, programs and benefits with intention. We believe in honest communication and common sense; work-life balance and life-long learning; and the right mix of self-direction and personal ownership with teamwork and leadership.

And here is what you can look forward to:

- A corporate culture built on trust – 75% of our people work from home offices and are trusted to deliver the highest quality results
- Competitive compensation and benefits – health, dental, vacation, and a defined benefit pension plan
- Annual wellness subsidy and organizational initiatives to support your health and wellness goals
- Extensive opportunities to grow your career through training and development

What we are looking for:

Position Summary

The Communications Advisor is a member of the Stakeholder Relations Team. In this role, you will directly support corporate communications, stakeholder engagement and marketing activities in a supportive, challenging and fun environment. Working closely with the team, the Communications Advisor embodies the reputation of PVSC as it relates to all stakeholders - internal and external.

Responsibilities

Public Relations

- Responsible for preparation of media responses and organization of media relations activities
- Conducts daily monitoring of media coverage related to PVSC's business
- Collection and preparation of external requests for information
- Preparation of year end communications and media approach for the annual property assessment roll release
- Production (graphics, content, approval and delivery) of PVSC's annual report ensuring legislative requirements are met
- Facilitates and prepares materials for external presentation requests

Strategy, Planning and Evaluation

- Oversees annual calendar of communications activities in alignment with operational cycle and preparing related work as required
- Responsible for the promotion and communication of PVSC initiatives and shared services
- Responsible for planning and coordinating events and conferences where PVSC participates and/or hosts
- Assists in the research, writing, editing, and distribution of written materials
- Develops and maintains PVSC's online communications
- Supports the strategic plan and overall mission, vision and core values of the organization
- Organizes and prepares for stakeholder evaluation activities such as surveys and focus groups

Municipal Relations

- Provides coordination and support for municipal engagement activities
- Responsible for organizing and preparing for upcoming municipal meetings and presentations
- Prepares external presentations and other related materials for Council meetings and conferences
- Has an overall understanding of the municipal landscape across Nova Scotia as it relates to property assessment

Internal Communications

- Liaises and collaborates within the corporation and through cross-functional teams as needed to help provide creative solutions to communication problems and challenges
- Provides communications and change management support on PVSC projects and initiatives
- Coordinates and updates the PVSC Intranet
- Prepares internal communications materials such as the CEO report and staff announcements
- Organizes internal staff meetings
- Assists with developing and coordinating in-house training and supports for staff
- Develops and coordinates staff surveys and evaluations

Coordination & Administration

- Develops and coordinates internal and external corporate and local events that support and promote corporate messages and values

- Works with external agencies when necessary
- Supports and coordinates the development, management and maintenance of all online communication vehicles

Performs other related duties as required.

What you bring to this position:

Knowledge, Skills and Abilities

- Excellent oral, written and interpersonal communication with strong writing and editorial abilities
- Working knowledge of Microsoft Word, PowerPoint, Excel, internet, media monitoring software, and other public relations tools.
- Direct experience with graphic design software such as Microsoft Publisher or InDesign, Web page, publishing software, and other related software tools considered an asset
- Strong organizational skills
- Be able to meet tight deadlines and execute flawlessly on projects in a fast-paced, often pressured environment and see a project through to completion
- The ability to work effectively in a team
- The capability of maintaining confidentiality, with a high level of accuracy regarding information
- The ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all levels of employees is critical
- Working knowledge of the principles of effective communications and mass media, publicity, advertising, policies, education, community relations, government relations
- Ability to absorb new ideas and concepts quickly and to ensure they are clearly communicated to an audience
- Willingness and ability to adjust to changing conditions or priorities
- Demonstrated enthusiasm and positive attitude

Education and Experience

Bachelor's degree in Communications, Public Relations, or Marketing. A strong working knowledge of communication and marketing principles and practices and a minimum of three-five (3-5) related experience in Communications, Marketing and/or Public Relations required or an acceptable combination of relevant training and work experience.

Competition Number: PVSC08-2019

Closing Date: September 16th, 2019

If you think you're a fit, we want to hear from you. Send your resume and cover letter to:

PVSC-Careers@pvsc.ca . **Submissions must be received by 4:30 p.m. on the closing date.** We thank all applicants for their interest; however, only those selected for an interview will be contacted.