



Hiring the Position of Supervisor – Communications and Community Relations

Position:	Supervisor - Communications and Community Relations
Union/Association:	Administrative Services Group (ASG)
Posting #:	3677643
Date Posted:	February 12, 2024
Closing Date:	February 26, 2024 4:00 p.m.
Employment Status:	Permanent, Full-Time
Work Hours Schedule:	35 hours per week
Location:	Catholic Education Centre, Wallaceburg
Annual Salary Range:	\$89,125.00 - \$106,997.90
Start Date:	April 15, 2024

If Interested

Send resume quoting posting number (3677643) through Apply To Education - <https://sccdsb.simplication.com/>

Responsibilities

Reporting to the Director of Education, the Supervisor - Communications and Community Relations will:

- Assist the Director of Education and Board of Trustees with all communications, both at the Board and school levels, in service of implementing the Board's Strategic Plan, and the Board's mission and vision;
- Support the Board's Executive Council and Principals in the development and drafting of sensitive parent communications at the school level;
- Liaise and build positive relations with media executives and respond to media inquiries, prepare and issue media releases;
- Monitor and advise the Director with respect to media developments and coverage;
- Review and advise regarding policy creation and revision in preparation for Board approval;
- Liaise with the public health units, politicians and public agencies to maintain positive community relations with all stakeholders;
- Provide advice regarding sensitive and critical public relations matters and issues to ensure the delivery of accurate and timely communications;
- Promote the successes and accomplishments of students, employees and parish partners that celebrate the opportunities in our Catholic education system.
- All other duties as assigned.



Qualifications and Skills

The successful candidate shall possess the following qualifications, skills and abilities:

- Completion of a 3-year Undergraduate Degree required; focus of studies in marketing or communications, preferred;
- Minimum 5-year related work experience in communications (private or public sector);
- Certification or designation in Microsoft Office Suite and/or Google Suite Software applications;
- Exceptional interpersonal, oral, written communication and collaboration skills;
- Knowledge and understanding of the support required by the Board of Trustees and formal meetings;
- Demonstrated experience in the utilization of social media platforms, preferred;
- Understanding of Roberts Rule's of Order in governance, preferred;
- Ability to manage sensitive/controversial issues with political acumen;
- Knowledge of the Education Act, Regulations of Ontario, Municipal Freedom of Information and Protection of Privacy Act; and Canadian Copyright Act;
- Knowledge of Equity, Diversity, and Inclusion and anti-oppression education as outlined in the Ontario Curriculum.

Accommodation

The St. Clair Catholic District School Board is an equal opportunity employer committed to inclusive, barrier-free recruitment and selection processes and work environment. We will accommodate the needs of the applicants under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process; see Accessibility Standards for Customer Service Policy (<http://www.st-clair.net/policies.aspx>).

Please advise the Human Resource Services Department to ensure your accessibility needs are accommodated throughout this process. Information received relating to accommodation measures will be addressed confidentially.

Thank You

We thank all applicants for their interest; however, only those selected for an interview will be contacted. The successful candidate will be required to provide a satisfactory Criminal Background Check as a condition of employment.