

WOODSTOCK

Now Hiring ...

COMMUNICATIONS OFFICER

The Communications Officer will be responsible for developing and implementing communication strategies that enhance the engagement, and transparency of the Town of Woodstock communications. This role involves managing internal and external communications, ensuring the dissemination of accurate information to the public, media, and stakeholders, and fostering positive relationships between the organization and its respective audiences.

Key Skills, Responsibilities & Qualifications (this is not an all inclusive list)

- Implement and manage communications via a Regional emergency notification system.
- Review our current social media channels, branding and platforms, recommending and implementing changes to establish cohesive branding, messaging and management of all social media activities.
- Develop, implement and monitor a Social Media usage policy for both staff and community.
- Review and update as necessary our Town of Woodstock website, layout and content.
- Develop a structured public compliment, complaint and question intake, tracking and response system.
- Assist in management of media inquiries to determine appropriate internal resources to be advised and consulted on our response.
- Prepare and distribute to the public and media relevant summaries of Council decisions and discussions.
- Develop and assist in management of notifications such as water breaks, road closure, water restrictions and other routine notifications to the public.
- Post-secondary degree in Public Relations and/or Communication or related degree.
- Minimum 3-5 years of experience working in the communication field (Public Relations, Issues Management and/or Media Relations). Experience in municipal government is considered an asset.

What we offer:

- Competitive pay with comprehensive benefits package, pension plan, free access to resources/services through our Employee and Family Assistance Program (EFAP)
- Wellness pass which includes on-site fitness centre membership
- Ongoing training and professional development
- Rewarding team culture with employees who take pride in working for their community

APPLY NOW!



Send your resume & cover email by November 25, 2025 (please note that we will be accepting applications until the position is filled) to

hr@woodstocknb.ca

We appreciate the interest of all applicants, but please note that only those selected for an interview will be contacted.

