



## **COMMUNICATIONS COORDINATOR ONE YEAR CONTRACT POSITION**

Niagara Peninsula Energy Inc. is seeking a highly qualified individual for the position of Communications Coordinator. This exciting position will report to the Director of Communications, Marketing & Public Affairs and will be responsible for assisting in the development and execution of Corporate Communications/Conservation and Demand Management (CDM) strategies and plans.

### **Primary Duties & Responsibilities for this Position Include:**

- Assists in planning, developing and implementing communications and/or marketing programs on a project basis in support of corporate initiatives.
- Assists in maintaining and handling reporting for the corporation's websites and related social media websites.
- Assists in developing and executing the CDM Marketing Plan and measures success of the campaigns based on program uptake.
- Assists with media monitoring, developing key messages, drafting press releases, organizing media events.
- Provide communications support for community outreach programs in areas such as environment, sustainability and public safety.
- Provides backup support to the Director of Communications, Marketing and Public Affairs.

### **Required Qualifications for this Position include:**

- University Degree or College Diploma in Business Administration, Communications, Journalism, Marketing or equivalent. Post-graduate certificate in Public Relations and or Marketing is an asset.
- Minimum 2 - 3 years of progressive communications/marketing and or public relations experience; or, combination of other relevant experience and training.
- Social media experience coupled with an understanding of Search Engine Optimization and Analytics.
- Experience in developing, implementing and evaluating communication plans and materials.
- Good knowledge of website management, social media and other digital communications (content, updates, etc.).
- Knowledge of computer and database software, website and graphic design software.
- Knowledge of various forms of print production.
- Good knowledge and experience in event management.
- Work experience in an electrical utility is an asset.
- Must hold and maintain a valid Class "G" driver's license with a good driving record.

The successful applicant requires a demonstrated level of initiative and judgment in order to organize and prioritize tasks, workload and projects. Courtesy, tact and diplomacy are required in dealing with colleagues in every day working relationships.

A detailed resume including experience, qualifications, and references will be accepted until **4:30p.m. on Friday, April 28, 2017** and should be marked "Confidential" and addressed to:

**Niagara Peninsula Energy Inc.**  
**Attention: Director of Human Resources**  
7447 Pin Oak Drive, P.O. Box 120  
Niagara Falls, ON, L2E 6S9  
**Email: [hr@npei.ca](mailto:hr@npei.ca)**

We appreciate the opportunity to review all resumes, however, due to volume, only those under consideration will be contacted. Thank you in advance for applying, Niagara Peninsula Energy Inc. is an Equal Opportunity Employer and is AODA compliant.