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| 295426-20060112 CITY OF OTTAWAOfficer, Transit CommunicationsTransit Services Department, Transit Strategic Communications & External Relations Service, Transit Information & Marketing Branch1 Full-time Temporary - Up to 18 months - 35 hrs/weekSalary:$65,279.76 - $92,588.86 annually (2023 rates of pay)Competition #: 7648Deadline: April 20, 2023<https://jobs-emplois.ottawa.ca/city-jobs/job/Ottawa%2C-ON-Officer%2C-Transit-Communications-ON/727419747/>**Job Summary**Transit Information & Marketing is responsible for the delivery of transit customer information services and new customer information programs for wayfinding and consistency of the OC Transpo brand and messaging to improve the customer experience and transit services in the City of Ottawa. You are responsible for developing and implementing a comprehensive communication plan to ensure the information communicated to customers, Transit Services staff and the general public is consistent, effective, accurate and up to date. You write, edit and proofread written communication provided to internal and external stakeholders, and provide strategic advice to Management on key communications issues. **Education & Experience**Completion of 4 year university degree in communications, journalism or public relations, or related field Minimum of 3 years of experience in the field of communications, public relations, journalism, marketing and/or media relations.**Knowledge*** Effective use of rich media for communications
* Effective communication tactics and techniques using traditional and web-based channels
* Current trends in communications industry and techniques
* Communications strategies and risk management
* Engagement best practices
* Local and current events impacting Transit Services
* Municipal government
* Microsoft Office suite and software such as the Adobe Creative Cloud
* Photography and videography
* Knowledge of applicable health and safety legislation, including the rights and duties of workers

**Competencies, Skills and Abilities*** Effective verbal and writing (including editing) communications skills
* Excellent interpersonal skills
* Ability to liaise with graphic artists, printers, translators, advertising agencies, etc.
* Ability to propose, develop and implement communication plans and tactics
* Ability to be creative and think logically
* Ability to work independently and as part of a team
* Time management skills
* Ability to work in a fast-paced, deadline driven environment
* Ability to work with senior management and elected officials
* Excellent photography and/or videography skills
* Demonstrates good judgment, tact, discretion, diplomacy, creativity and initiative
* Positive attitude
* Self-motivated
* Organized and dependable
* Interest in current events and public affairs

We thank all candidates for their interest, however, only those selected to continue in the selection process will be contacted.The City of Ottawa promotes the principles of diversity and inclusion and adheres to the tenets of the Canadian Human Rights Act and the Ontario Human Rights Code. We encourage applications from women, Aboriginal peoples and persons of all races, ethnic origins, religions, abilities, sexual orientations, and gender identities and expressions. The City of Ottawa provides accommodation during all parts of the hiring process, upon request, to applicants with disabilities. If contacted to proceed to the selection process, please advise us if you require any accommodation.Accessible formats and communication supports are available upon request. Please contact theHR Service Centre at 613-580-2424, extension 47411.For more information and to apply, visit our career site at [**http://ottawa.ca**](http://ottawa.ca).  |