



Position: Communications & Public Engagement Coordinator
Term: 1-year Contract (Parental Leave Coverage)
Location: Toronto, Ontario, Canada
Reporting to: Senior Manager, Communications & Public Engagement

Waterfront Toronto was established by the Government of Canada, the Province of Ontario and the City of Toronto in 2001 to oversee and lead the renewal of the city's waterfront. Our mandate is to deliver a revitalized waterfront that brings together the most innovative approaches to sustainable urban development, excellence in design, real estate development, and leading technology infrastructure. Working with stakeholders, and with public and private-sector partners, Waterfront Toronto creates neighbourhoods anchored by parks and public spaces, and diverse, sustainable, mixed-use communities that offer a high quality of life for residents, employees, and visitors alike. We are transforming the waterfront for the use and enjoyment of the people of Toronto, Ontario and Canada, to foster economic growth and to redefine how the city, province and country are perceived by the world.

Communications & Public Engagement Coordinator

Waterfront Toronto is seeking a Communications & Public Engagement Coordinator to provide a wide range of communications and community engagement services to support Waterfront Toronto in building effective relationships with its internal/external stakeholders. This position plays a fundamental role and works as part of the communications and public engagement team to increase public awareness, understanding and support of waterfront revitalization.

Key responsibilities include:

- This position primarily supports the Port Lands Flood Protection project team but will also contribute as part of Waterfront Toronto's corporate communications team.
- Leading the development and production of printed and digital communications materials, including advertisements, PowerPoint presentations, construction signage, graphics and video for social media. Working with project communications managers and specialists, with guidance from the Senior Manager, Communications & Public Engagement.
- Administrative duties for PortLandsTO.ca, including updating multimedia and document galleries and uploading new articles and content.
- Ensuring that approved brand standards (graphic/visual, as well as non-visual standards like editorial style and corporate voice) are implemented and maintained across all digital and printed content and are consistent with the Corporation's established methods and practices.
- Overseeing and coordinating the promotion, logistics and organization of corporate, community and special events including audio visual requirements and scheduling all necessary vendors. This may involve virtual or in-person events.
- Representing Waterfront Toronto at public meetings and events, both virtual and in person, to promote the corporation by acting as the first point of contact, answering public/stakeholder questions, coordinating vendors, troubleshooting at events, etc.)
- Developing, gathering and publishing regular content for the corporate blog at waterfrontoronto.ca and for PortLandsTO.ca.
- Administrative support, including scheduling, liaising with external vendors and minuting meetings.

Skills and Qualifications:

- Knowledge and demonstrated experience in supporting the development of communications assets.
- Demonstrated experience managing logistics and planning for public consultation, media, community and special events.
- Knowledge and experience working with digital communications tools, including social media, websites, and blogs.
- Knowledge and experience with professional communications techniques and practices, including strategic planning, broadcast and print production and materials development.
- Detail-oriented with proven organizational skills in order to sustain a functional work environment.
- Knowledge and experience populating content using Adobe Photoshop, Illustrator, InDesign templates.
- A post-secondary degree in Communications, Journalism, or a related field will be considered an asset.
- Knowledge and experience with HTML, and video editing software will also be considered an asset.

Salary: We offer a competitive salary.

Other considerations:

During this time, Waterfront Toronto is operating in a hybrid work environment, with employees currently spending one to two days per week in the office and working the remainder remotely, to maximize collaboration and engagement. As such, Waterfront Toronto has a mandatory COVID-19 vaccination policy that requires all staff and visitors to the office, including prospective new employees, be fully vaccinated by a Health Canada approved COVID-19 vaccine. Individuals with valid medical or other human rights-based exemptions will be considered for appropriate accommodation within the policy.

Application Process:

Candidates should email their resume and cover letter, together in one (1) PDF document to: careers@waterfrontontario.ca quoting **File #22-22**, no later than **July 4, 2022**.

Please indicate in your cover letter how you learned about the job posting, and include the specific site or network.

We thank all applicants for their interest, however, only those selected for further consideration will be contacted.

Waterfront Toronto is an equal opportunity employer, committed to representing the diversity of the city of Toronto on our team and fostering an inclusive workplace. To this effect, you are encouraged to reflect upon the diversity you would bring to the role within your application, including, but not limited to, identifying with one or more of the under-represented groups identified within the Ontario Human Rights Code. We will provide equitable treatment and accommodation to ensure barrier-free employment. If you require accommodation under the Ontario Human Rights Code or Accessibility for Ontarians with Disabilities (AODA) at any stage of the recruitment process, please advise and we will work with you to meet your needs.