

Communications and Community Engagement Consultant

Parkland Airshed Management Zone (PAMZ)

The Communications and Community Engagement Consultant is responsible for development of new and ongoing communication and community engagement strategies to advance the mission of PAMZ. This person is a key member of PAMZ Communication Committee, advising and supporting them in administrative details and communication/ community engagement goals.

Must have generalist capability in communications as well as ability to assist in developing, implementing and supporting key community outreach projects and events. This includes:

- Strong written and oral communication skills
- Strong computer skills with ability to:
 - develop, update and maintain website
 - use all forms of social media for communication effectiveness (Facebook, Twitter, Constant Contact etc.)
- Strategic communication planning and follow-through skills
- Community outreach and events planning skills
- Ability to multi-task and assess priorities
- Ability to work as a team member with different professional careers and organizations
- High degree of accountability and timeliness while working autonomously
- Energetic, flexible and forward thinking team player.

Specific tasks will require the ability to:

- prepare and distribute media releases and media advertisements
- update the PAMZ stakeholder and media distribution list
- write newsletters, brochures, advertising copy, fact sheets, annual reports, business letters, speeches etc.
- create effective digital communications through all forms of social media posts
- develop agendas and maintain minutes for the PAMZ Communication committee
- provide follow up administrative duties for the PAMZ Communication Committee
- develop and update the PAMZ website and website content
- assist the Communication Committee in developing communication plans for PAMZ
- implement plans to achieve community outreach, community education and communications goals for PAMZ
- organize community events, workshops, meetings
- research and prepare reports
- develop , distribute and compile information from community surveys

The Parkland Airshed Management Zone (PAMZ) is a multi-stakeholder non-profit organization consisting of industry, local government, environmental organizations and Alberta Environment and Parks. PAMZ was formed in 1997 to monitor and manage air quality in the Parkland Region. For more information about PAMZ, visit our website at www.pamz.org.