

JOB POSTING

Position: Communications Officer

Summary of Responsibilities:

Under the direction of the Director of Community & Corporate Services, the Communications Officer will assist in delivering strategic internal and external communication and social media support to Tantramar. The Communications Officer will develop and deliver strategies, initiatives and programs that support organizational priorities and objectives, create, and manage social media content for Tantramar's corporate channels, and proactively seek opportunities to promote and position Tantramar as a municipal leader.

Required Knowledge, Skills and Abilities:

- Post-secondary degree in Public Relations and/or Communication or related degree.
- Between three to five years of experience working in the communication field (Public Relations, Issues Management and/or Media Relations). Experience in municipal government is considered an asset.
- Competencies required in all aspects of communication practices including but not limited to project management, issues management, media relations, government relations, community engagement, event co-ordination and internal communications.
- Excellent oral and written communications skills, including editing and proofreading skills to ensure accuracy when reviewing major public documents or producing communications content - familiar with Canadian Press Style.
- Ability to write in plain, easy to understand, engaging, and audience-tailored language and in a relevant and consistent voice and tone to reflect Tantramar's brand.

Applicants will be required to take an appropriate test to demonstrate their proficiency of the required qualifications and skills necessary to perform the required job duties.

Job Description: Attached

Hours of work: Monday to Friday, 8:30 a.m. to 4:30 p.m. Evening and weekends as required.

Wage rate: Manager Level 1 of the [Municipality of Tantramar's Salary Scale for Management](#)

Deadline for applications:

March 13, 2026

Interested candidates are invited to submit a resume and cover letter to:

employment@TantramarNB.com

RE: Communications Officer

We thank all applicants for their interest but only those candidates selected to proceed will be contacted.

Dated: February 23, 2026

VISION

Uniquely connected: Live here, learn here, grow here.

MISSION

Fostering a connected, creative community that thrives in harmony with nature, innovation and inclusivity.

VALUES

Creativity, Sustainability, Leadership, Integrity, and Safety.



Tantramar

NEW BRUNSWICK

Communications Officer

Job Description

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Department:	Community & Corporate Services
Job Title:	Communications Officer
Immediate Supervisor:	Director of Community & Corporate Services
Effective Date:	February 23, 2026



Position Description

COMMUNICATIONS OFFICER

1. IDENTIFICATION

1.1	Organization:	Tantramar
1.2	Department:	Community & Corporate Services
1.3	Job Title:	Communications Officer
1.4	Immediate Supervisor:	Director of Community & Corporate Services
1.5	Date of Last Revision:	February 23, 2026

2. GOALS OF THE POSITION :

The Communications Officer is responsible for strengthening public understanding of the municipality's priorities, services, and initiatives through clear, timely, and engaging communication. The role aims to enhance transparency, build trust with residents, and support informed community participation by developing strategic messaging, managing digital and traditional communication channels, and ensuring consistent, accessible information across all platforms. By collaborating with internal departments and external partners, the Communications Officer helps shape a cohesive public narrative that reflects the municipality's values, advances its strategic goals, and fosters a positive, connected civic environment.

3. TASKS AND RESPONSIBILITIES :

3.1 Summary of Responsibilities

Under the direction of the Director of Community & Corporate Services, the Communications Officer will assist in delivering strategic internal and external communication and social media support to Tantramar. The Communications Officer will develop and deliver strategies, initiatives and programs that support organizational priorities and objectives, create, and manage social media content for Tantramar's corporate channels, and proactively seek opportunities to promote and position Tantramar as a municipal leader.

3.2 Tasks Profile

- Research, analyze and make recommendations to provide strategic advice and communication support to Tantramar staff and departments.

Position Description

- Plan and deliver effective, proactive, and creative communication and media strategies within budget to meet key Tantramar objectives.
- Develop and post engaging content, ads, responses, and reports for Tantramar’s social media channels.
- Develop and maintain a social media policy for Tantramar staff and council.
- Develop and maintain a terms of use for Tantramar social media platforms.
- Develop and implement an annual communications plan for Tantramar.
- Managing and operating all audio/visual technology during council meetings.
- Monitor trends and issues affecting Tantramar, research and evaluate current and emerging communication technologies and practices and identify opportunities to improve customer service.
- Work collaboratively and proactively with inter-departmental teams.
- Manage relationships with key stakeholders, such as citizens and media, and write various media materials that help garner media coverage and story generation.

Other duties as assigned

4. LEVEL OF AUTHORITY

Reports to the Director of Community & Corporate Services



5. POSITION REQUIREMENTS

5.1 Education and Experience

- Post-secondary degree in Public Relations and/or Communication or related degree.
- Between three to five years of experience working in the communication field (Public Relations, Issues Management and/or Media Relations). Experience in municipal government is considered an asset.
- Proven track record of successful strategic communications planning for organizations or clients.



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- Accreditation in Public Relations (APR) through the Canadian Public Relations Society (CPRS) or International Association of Business Communicators (IABC) is considered an asset.
- Experience or training in public participation/engagement such as International Association for Public Participation (IAP2) certification is considered an asset.
- Competencies required in all aspects of communication practices including but not limited to project management, issues management, media relations, government relations, community engagement, event co-ordination and internal communications.

5.2 Related Knowledge and Skills

- High performer with the ability to work under pressure, meet tight deadlines and manage multi-focused, often highly confidential priorities in a fast-paced, high-demand environment.
- Excellent oral and written communications skills, including editing and proofreading skills to ensure accuracy when reviewing major public documents or producing communications content - familiar with Canadian Press Style.
- Knowledge of website content management systems.
- Proven ability to optimize presence on social media platforms (Facebook, Instagram, LinkedIn).
- Knowledge of social media data analytics would be considered an asset.
- Sound political judgment, creativity, initiative, diplomacy and staying calm under pressure.
- Basic photo and video editing skills.
- Experience working with budgets and financials.
- Ability to write and adapt content for Tantrammar's corporate website, social media accounts and other materials for public distribution.
- Ability to write in plain, easy to understand, engaging, and audience-tailored language and in a relevant and consistent voice and tone to reflect Tantrammar's brand.

5.3 Working Conditions

- All employees must comply with the Municipality of Tantrammar's adopted policies and directives.
- Normal office environment with extended periods of computer use
- Travel requirement is minimal
- Moderate physical demands and high mental and visual demands



Position Description

5.4 Personal Skills

- Ability to establish and maintain effective working relationships and communications with Municipal Council, staff and the public.
- Ability to express ideas effectively both verbally and in writing.
- Demonstrates strong independence, reliability, and punctuality.
- Ability to work in a fast-paced environment with strong problem-solving skills.
- Ability to handle challenging situations.
- Possess strong organizational skill and be self motivated .
- Possess good public relations and public speaking skills.
- Strong customer service abilities.

Successful candidates will be required to complete a background check prior to commencement of employment. A background check may include the following: education/certification verification, employment reference check, Criminal Records Check and Driver's Abstract.

6. HOURS OF WORK

- Regular hours of work shall be thirty-five (35) paid hours per week, 8:30 – 4:30 Monday to Friday
- Must attend Council and Committee of the Whole meetings. Other meetings as required.
- Ability to work flexible work hours including some weekends (as needed).

7. APPROVAL OF THE POSITION DESCRIPTION

Tantramar

Approved by:

Chief Administrative Officer

Date