



**TOWN OF GANDER**  
**Communications and Engagement Assistant**  
**Competition # TOG2025-002**

The Town of Gander is currently accepting applications for a full-time permanent Communications and Engagement Assistant position within the Governance and Legislative Services Department.

**POSITION IDENTIFICATION**

The Communications and Engagement Assistant is responsible for promoting community engagement and enhancing relationships between the Town of Gander and its residents, businesses, and stakeholders. This role involves implementing outreach strategies and supporting communication. All engagement efforts will be aligned with the Town's branding and strategic priorities. The Communications and Engagement Assistant will also be responsible for grant writing and funding applications to support community initiatives and will measure the impact of engagement activities.

**MAJOR DUTIES & RESPONSIBILITIES**

**Community Engagement:**

Design and execute community engagement initiatives that promote participation in Town programs and decision-making processes, ensuring alignment with the Town's branding, communications and strategic priorities; Foster relationships with community organizations, local businesses, and residents to build trust and encourage collaboration; Develop and implement engagement strategies that prioritize diversity, equity, and inclusion within the community.

**Communication Support:**

Assist in creating engaging communication materials, including newsletters, and social media content, that reflect Town initiatives and align with branding standards and communication strategies; Assist in updating and maintaining the Town's website to ensure accurate and relevant information is readily available to the community; Perform tasks related to social media, such as drafting posts and preparing content that aligns with community initiatives and communication strategies; Act as a liaison between the community and the Town by relaying feedback, facilitating communication, and promoting initiatives that support the Town's priorities and objectives.

**Grant Writing and Funding Applications:**

Research funding opportunities and prepare grant applications to secure funding for projects that align with the Town's strategic priorities; Collaborate with relevant stakeholders to identify project needs and develop compelling proposals that meet funding criteria.

**Impact Measurement:**

Gather and analyze community feedback and engagement metrics to assess the effectiveness of outreach efforts; Measure the impact of community engagement initiatives and funding projects to demonstrate outcomes and inform future activities; Prepare reports and presentations on community engagement activities and outcomes to inform decision-making.

**WORKING CONDITIONS**

May be required to attend evening meetings; Stressful and/or confrontational situations may occur; Travel may be required; Ability to attend and conduct presentations; Manual dexterity is required to use desktop computers and peripherals; Overtime as required; Lifting or moving up to 50lbs may be required.

**EDUCATION & TRAINING**

Diploma in Communications, Public Relations, Community Engagement, or a related field; 2+ years of experience in community engagement, public relations, or a related area, with a focus on relationship-building and outreach.

## **OTHER**

Experience in grant writing and developing funding applications to support community projects; Proficiency in Microsoft Office 365; Must have valid Class 5 Newfoundland and Labrador driver's license; Must have a valid Canadian Passport, as national and international travel is required; Clear certificates of conduct including a RCMP Criminal Record Check and a Provincial Court Check, is a condition of employment; Strong analytical skills to measure and report on the impact of engagement initiatives; Strong interpersonal skills with the ability to engage with diverse community members and stakeholders effectively; Excellent written and verbal communication skills, with experience in content creation for various platforms, including social media and websites.

**SALARY:** Non-unionized position, 35 hours/week - \$25.84/hour-\$29.80/hour

Interested and qualified applicants are invited to submit their ***cover letter and resume*** on or before Sunday, March 2, 2025, to the attention of:

**Human Resources**

Town of Gander  
100 Elizabeth Drive  
Gander, NL, A1V 1G7

Email: [humanresources@gandercanada.com](mailto:humanresources@gandercanada.com)

Please note: The Town of Gander appreciates all applicants for their interest, however, only individuals selected for interviews will be contacted.