

Public Engagement Advisors Job Number: 36176

WANTED: A passionate public engagement professional to join a team dedicated to enhancing the ways that Edmontonians engage with their City government.

The City of Edmonton is committed to high-quality and meaningful public engagement with Edmontonians. The Communications and Engagement Department is seeking a highly motivated, self-starting public engagement professional who is passionate about involving people in civic issues and building relationships with internal and external stakeholders.

Using your breadth of knowledge about best practices in public engagement, and drawing on your excellent engagement and communication skills, you will support managers and staff across the organization in planning and, in some cases, implementing public engagement processes. You will assist in designing and delivering public engagement plans for large, city-shaping projects, and work on designing processes, using innovative tools, and building and maintaining relationships with key stakeholders.

With a focus on the City of Edmonton's Cultural Commitments to being Safe, Helpful, Accountable, Integrated and Excellent, you will:

- Collaborate with Senior Advisors in the development of public engagement strategies by researching details and working as part of the project teams
- Create detailed public engagement plans by consulting with clients on their engagement needs and priorities
- Identify strategies, action plans, resource requirements and timelines for public engagement projects
- Liaise with project teams, peers, and community partners to build meaningful connections and relationships
- Plan and support the implementation of engagement events such as the selection of techniques, space planning, recording feedback and other logistics
- Implement strategies to manage stakeholder concerns and mitigate issues
- Gather, analyze and share information at engagement events, including public and stakeholder feedback
- Report on participation and the evaluation of public engagement activities
- Research and implement best practices and test new engagement techniques
- Assist in developing new processes, tools and policies to support common engagement activities across the City
- Identify and understand complex issues and how they may impact public engagement activities
- Engage respectfully with others as you build and sustain positive, productive relationships with others

Qualifications:

- Bachelor's Degree in Public Relations, Communications, Community Development, Planning or Social Sciences
- Minimum 5 years of directly related professional experience demonstrating proficiency in the design and delivery of public engagement processes and strategy, understanding of the theory, best practices and application of public engagement and data analysis and reporting
- Membership in and training by the International Association of Public Participation is an asset
- Formal training in public engagement is an asset
- Experience in being an advisor or consultant is an asset
- Demonstrated ability to work with internal and external stakeholders to address complex issues through excellent planning and project management
- Demonstrated experience in inclusive approaches to engagement in order to leverage the value of diversity
- Experience as a facilitator and in planning and delivering meetings and workshops
- Experience overseeing procurement and/or managing and evaluating consulting teams
- Proficiency in using and learning various software programs, including Google Mail, Google Calendar and Google Docs is required
- Demonstrated excellent verbal, written and presentation skills
- Demonstrated ability to work respectfully and collaboratively with others, and to take initiative and be a self-starter
- Applicants may be tested

We are an equal opportunity employer.

We welcome diversity and encourage applications from all qualified individuals.

Up to one permanent full-time position and up to one 6-month temporary position

Hours of Work: 33.75 hours per week. This position may require occasional evening and weekend work.

Salary: \$40,517 - \$50,871 (Hourly); \$71,380.82 - \$89,621.98 (Annually)

Talent Acquisition Consultant: RF/KC

Classification Title: Public Engagement Coordinator

Posting Date: May 6, 2019

Closing Date: May 20, 2019 11:59:00 (MDT)

Number of Openings (up to): 1 - Permanent and Temporary Positions Full-time

Union: CSU 52

Department: Communications

Work Location(s): 11th Floor Edmonton Tower, 10111 104 Avenue Edmonton T5J 0J4