HAMPSTEAD

The Town of Hampstead is a municipality of 7,200 residents located on the Island of Montreal. Committed to providing the highest quality services to its residents while respecting the environment, it is recognized as one of the most desirable residential communities on the Island of Montreal. The vision of the Town's founders enabled strict control over its overall development while encouraging creativity compatible with the framework of this ambitious "garden city" project. The result is a community where safety, beauty, and tranquility coexist.

The Town of Hampstead is seeking a Communications, Partnerships and Government Affairs Manager. This is a permanent management position of 35 hours per week.

NATURE AND SCOPE OF THE POSITION

Reporting to the Information and Security Director, the Communications, Partnerships and Government Affairs Manager is responsible of planning and organizing all internal and external communications for the Town. The incumbent also contributes to the development of partnerships, relations with government authorities, and the identification and monitoring of funding opportunities that support the Town's priorities and projects.

RESPONSIBILITIES

1. Develops, evaluates and revises, in collaboration with other municipal departments, particularly the General Director's Office, a communications plan aligned with the Town's communication strategies and objectives.

2. Prepares, drafts, revises and translates information documents, press releases, newspaper articles, speeches, and any other political, administrative or promotional materials.

3. Assists various departments with communications-related activities such as graphic design, print management, document layout, drafting and reviewing internal and external communication tools, and reviewing, approving and signing printer proofs.

4. Designs, produces and coordinates municipal publications (municipal newsletters, eHampstead, brochures, pamphlets, audiovisual materials, press releases, etc.) according to departmental needs.

5. Develops communication plans to promote the Town's activities, programs and services.

6. Supports and collaborates with the General Director's Office in coordinating public relations activities.

7. Oversees content publication across the Town's digital platforms and ensures the ongoing development and updating of social media content to increase the Town's visibility and reputation.

8. Develops and implements various communication programs and tools according to departmental needs.

9. Collaborates with the Information Technology Division in the redesign, development and updating of the Town's website.

10. Establishes and maintains relationships with media representatives, suggests story ideas, and informs them of Town policies, projects and achievements to ensure appropriate media coverage.

11. Coordinates all aspects of internal and external communications during emergency situations.

12. Participates in decision-making and strategic planning for the department and submits recommendations to senior management to improve processes.

13. Identifies and develops partnership opportunities that may contribute to the implementation, funding or promotion of municipal projects.

14. Monitors government priorities, programs and initiatives at all levels of government to identify opportunities for the Town.

15. Proactively monitors grant and financial assistance programs and identifies those applicable to municipal projects.

16. Supports municipal departments in identifying funding opportunities and coordinates the preparation of grant applications.

17. Oversees the corporate follow-up of submitted applications and coordinates reporting and accountability requirements with the relevant departments.

18. Ensures compliance with communication and visibility requirements associated with partnerships and funding agreements.

19. Participates in the planning and monitoring of the annual communications budget.

20. Acts as an advisor to municipal departments and participates on various committees.

21. Evaluates production costs for municipal publications and, in preparation for required calls for tenders, assists the Director of Procurement in drafting specifications and ensuring compliance with tender requirements.

22. Represents the Town before various government agencies and organizations.

23. Performs any other related duties as assigned.

HAMPSTEAD

POSITION REQUIREMENTS

- Bachelor's degree in communications, Marketing, or another related field deemed relevant;
- Minimum of five (5) years of experience in similar functions;
- Proficiency with Microsoft Office Suite, social media platforms, and electronic communications tools;
- Excellent command of both English and French, spoken and written.

PROFILE AND REQUIRED QUALITIES

- Strong political acumen;
- Creativity;
- Integrity;
- Results-oriented.

SKILLS AND ABILITIES

- Strong interpersonal skills and a deep commitment to customer service;
- Flexibility and adaptability;
- Excellent relationship-building skills;
- Analytical abilities;
- Strong problem-solving skills;
- Sound judgment and decision-making abilities;
- Ability to work effectively in a team environment;
- Attention to detail;
- Adaptability;
- Strong communication management skills;
- Ability to work under pressure;
- Strong organizational, strategic planning and control skills;
- Tact and courtesy.

Why Choose the Town of Hampstead?

- Additional paid leave during the holiday season;
- Work-life balance initiatives (floating leave bank and sick leave);
- Flexible schedule and possibility of remote work (depending on the position);
- Defined benefit pension plan;
- Employee Assistance Program (EAP);
- Competitive salary;
- Comprehensive group insurance plan with significant employer contribution;
- Access to a medical program for management employees;
- Opportunities for career advancement;
- Reimbursement of professional association membership fees relevant to the position.

Annual salary : 87 758,32$ à 104 213,31$

Interested candidates are invited to submit their cover letter and résumé to rh@hampstead.qc.ca.