

Position Title: Communications Coordinator/Manager

Department: Community Engagement

About Us

Bousfields Inc. is one of the pre-eminent community planning firms in Ontario with special expertise in urban design, planning policy, community design, development approvals, community consultation, and project management.

We are expanding our service offering to provide our clients with first-rate community engagement and communications expertise. We believe that the best city-building outcomes come from engaging with communities all the way through the development approval process.

We are looking for top-tier talent to be a part of this exciting new initiative. Join us as we build the GTA in a whole new way.

About You

You are a communications or community engagement professional who is passionate about city-building.

You like to work in tangibles, you know how to listen and get a message across, and you develop creative solutions.

You pride yourself on knowing how social media works, technology doesn't frighten you, and you know all about the best way to apply it.

Maybe you studied communications and have developed a passion for urban issues and making cities the best places for people, or maybe you studied planning and have developed a niche with respect to community engagement in your work experience to date.

You're ready to take on the next challenge in your career, and the idea of being part of something new excites you.

What's the job?

- Developing an understanding of client and project needs, and tailoring communication approaches to support the planning process
- Supporting all aspects of the communications component of the community engagement process
- As a member of the team, managing the execution of the communications plans
- Preparing tailored communications materials that are clear, concise, and presented in the most effective manner for the audience
- Working directly with team members and clearly communicating desired outcomes to achieve high-quality written and graphic communication tools
- Actively participating in the external-facing components of the community engagement process

What would make me the right fit for the role?

- A strong understanding of communications principles and practices
- Exceptional written, visual, and oral communication skills
- A working knowledge and love of social media and digital communication tools and best practices
- Ability to develop communications strategies
- 2-5 years of related work experience
- A proactive approach to work, an ability to work independently, a collaborative work style, and an ability to hit the ground running
- Strong organizational skills - attention to detail to support logistical planning for smooth service delivery
- An understanding of the development application approval process and/or a passion for urban issues
- Strong skills working with Microsoft Office tools – particularly PowerPoint, Word, and Outlook
- An undergraduate degree in Communications or a related field; a graduate degree is considered an asset

If this sounds like you, and you are interested in this position, we'd like to hear from you. Email us your cover letter and resume to careers@bousfields.ca. If we think you might be a good fit for our new Community Engagement practice, we'll get in touch and set up a time to meet in person. Depending on the level of experience, the successful candidate may be at the Coordinator or Manager level. We thank all applicants for their interest, however only candidates selected for an interview will be contacted.