



Communications Specialist

Reference #2019CS-05

The Provincial Auditor of Saskatchewan is seeking a highly motivated, “hands on”, and experienced communications professional to join our team to manage the Office’s communications function, and provide strategic communications advice.

The Position

Reporting to the Chief Operating Officer/Deputy Provincial Auditor and working closely with the Provincial Auditor, the Communications Specialist implements the Office’s strategic communications plan, provides strategic communications advice, and develops a wide range of internal and external communications products. Responsibilities for this position include:

- › Media relations and media monitoring including organizing press conferences
- › Writing communications products – e.g., news releases, backgrounders, website copy
- › Editing internal and external publications
- › Website maintenance – managing the Office’s external website and intranet
- › Managing and updating social media channels
- › Graphic design for internal and external communications pieces – e.g., brochures, newsletters
- › Research – developing and administering surveys, data analysis, and reporting results

Candidate Requirements

- › An undergraduate degree or diploma in Communications, Public Relations or Journalism or an equivalent combination of education and experience
- › At least 5 years of experience as a public relations/communications/journalism professional
- › Experience in several areas of communications including writing, editing, media relations, website design and maintenance, graphic design, social media, strategic communications, internal communications, research, and event planning/press conferences
- › Exceptional analytical and project management skills combined with initiative, sound judgment, flexibility, research, and decision-making competence
- › Able to establish and maintain rapport with colleagues and external consultants
- › A proficient writer, a sharp eye for detail, and thorough knowledge of English grammar and punctuation, and the editing/proofreading process
- › Advanced experience with Microsoft Office suite (Word, PowerPoint and Excel)
- › Experience using Adobe Illustrator, InDesign, and Photoshop
- › An understanding of the provincial government’s structure would be an asset

Our work environment is professional, friendly, and flexible. We believe in supporting the balance between work, personal life, and community involvement while promoting continuous learning and career development. We offer a competitive salary, attractive benefits, and professional development.

The successful candidate will be subject to a Criminal Record Check as a condition of employment. For more information on the Provincial Auditor’s role and work, visit our website at www.auditor.sk.ca.

Please email your application including reference number **#2019CS-05**, cover letter, detailed resume, and references, by **February 25, 2019** in confidence to:

Angèle Borys, CPA, CA, CPHR
Deputy Provincial Auditor and Chief Operating Officer
Email: hr@auditor.sk.ca