



**WINDSOR POLICE SERVICE**  
announces an opening for the position of

**COMMUNICATIONS SPECIALIST**  
**(Permanent Full Time)**

**COMPENSATION:** Approximately \$70,000 per year

**POSITION SUMMARY:**

The Communications Specialist will coordinate and create compelling internal and external communications that support the Windsor Police Service's key objectives and strategic plan. The Communications Specialist will be responsible for the delivery of a broad array of written and visual materials, including communications plans, media advisories, articles, videos, and social media posts.

**RESPONSIBILITIES:**

- Work closely with the Director of Corporate Communications to plan, write, coordinate and publish various communications that promote the Windsor Police Service's priorities and achievements to internal and external audiences.
- Proactively seek out and identify communications opportunities to bolster the Windsor Police Service's brand and reputation of excellence with the broader public community and media, as well as to stimulate pride internally.
- Write, refine, update and publish content for the Windsor Police Service's intranet, external website, and social media channels.
- Record, edit, and upload professional-quality digital content, including podcasts and videos.
- Track key metrics to monitor and measure the reach and effectiveness of communications initiatives.
- Assist in updating and maintaining an editorial content calendar to maximize communications efficiency and consistency.
- Review and edit written materials for the organization, including annual reports, e-newsletters, brochures and other publications.
- Stay current regarding communications best practices and policing issues, and make appropriate recommendations for improvements in communications practices.

**QUALIFICATIONS:**

- Diploma from a recognized post-secondary institution in communications, journalism, public relations, or a related field. (A Bachelor's Degree would be considered an asset)
- Minimum of 3 years of communications experience.
- Strong writing, communication and interpersonal skills.
- Mastery of the English language (fluency in French is an asset).
- Proven track record of successfully delivering impactful communications initiatives.
- Outstanding organizational skills, time management, and ability to multi-task in order to meet deadlines and achieve objectives.
- Demonstrated knowledge of photo and video-editing software.
- Ability to prioritize, work under pressure and manage quick turnaround times.
- Punctual, self-motivated and self-directed.
- Willingness to step in to assist team members as needed.
- Ability to handle confidential and sensitive information.

Hours of work: 8:00 am – 4:00 pm, Monday – Friday; occasional overtime may be required.

To apply for this position please [CLICK HERE](#) to upload your résumé and cover letter in one file. This posting will close at **4:00 pm Monday June 12<sup>th</sup>, 2023.**

QUESTIONS OR INQUIRIES MAY BE MADE VIA EMAIL: [humanresources@windsorpolice.ca](mailto:humanresources@windsorpolice.ca)

Successful candidates will be required to successfully complete a thorough background and reference investigation. All applicants must be able to show proof of Covid-19 vaccination in order to participate in pre-employment interview. All applications will be treated with the strictest of confidence.

**We thank all applicants for their interest and advise that only those selected for an interview will be contacted.**

***Windsor Police Service is committed to a diverse and inclusive workplace reflective of the community we serve. Appropriate accommodations will be provided upon request throughout the hiring process as required under the Accessibility for Ontarians with Disabilities Act (AODA).***