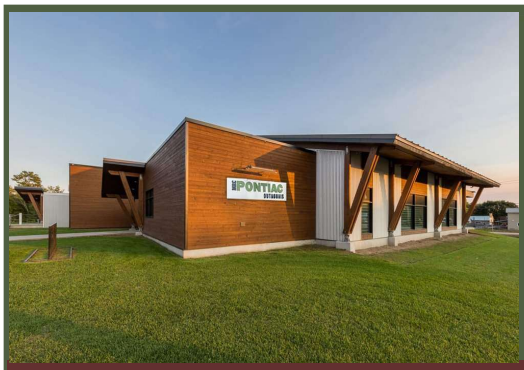




JOB POSTING – Strategic Communications Advisor

The Pontiac Regional County Municipality (MRC) is located in southwestern Quebec along the majestic Ottawa River, which forms a natural border with Ontario. It is known for its wealth of natural resources, built heritage, and cultural diversity. Pontiac has just over 14,000 residents, approximately 57% of whom are English-speaking, spread across 18 municipalities and an unorganized territory covering 9,000 km^2. The MRC has bilingual status.

DESCRIPTION OF ROLE

communications activities of the MRC Pontiac. As a strategic advisor, the incumbent supports senior management, the Warden, elected officials, and the various departments in implementing the organization's communications vision. The incumbent develops communications tools, publications, and promotional materials; coordinates media relations and digital communications; contributes to event planning; and monitors issues and best practices to support the MRC's positioning, visibility, and reputation.

RESPONSIBILITIES

- Plan, organize, coordinate, oversee, and evaluate the MRC's communications strategies, action plans, and activities.
- Implement the organization's communications vision across its various departments and contribute to the development and improvement of internal and external communications plans, policies, procedures, standards, and tools.
- Advise senior management, the Warden, elected officials, and employees on communications issues, directions, and recommended approaches.
- Develop communications tools, publications, and promotional materials tailored to the organization's target audiences.
- Conduct the necessary research, prepare briefing materials, and support the Warden and/or the Director General during media, public, and institutional activities.
- Develop, draft, review, adapt, and translate various internal and external materials, including news releases, letters, speeches, bulletins, presentations, reports, newsletters, and web content.
- Respond to media information requests and coordinate interviews, media availabilities, press conferences, and announcements.
- Organize and support representational activities, meetings, public consultations, and certain major MRC events.
- Plan, adapt, publish, and maintain content for the MRC's website, social media channels, and other digital platforms.
- Monitor media, political, sectoral, and technological developments; prepare the press review; and track communications best practices.
- Analyze statistics, performance indicators, and the results of communications initiatives in order to make recommendations.
- Collaborate with municipalities, organizations, and regional partners—including the TRGIRTO and the Santé Québec de l'Outaouais—as well as communications leads from other Outaouais MRCs on coordinated campaigns and projects.
- Identify opportunities to raise the MRC's profile and contribute to its positioning among residents, municipalities, partners, the media, and government bodies.
- Perform any other related duties associated with the position.

REQUIREMENTS

- University degree in communications, public relations, or marketing;
- Three years of relevant experience related to the position (e.g., communications, public relations, or marketing);
- Experience in a municipal or regional setting or in public administration is an asset;
- Graphic design experience is an asset;
- Proficiency with software, including the Microsoft Office suite (Word, Excel, PowerPoint, Outlook, Internet, etc.);
- Good knowledge of information technology, the web, and commonly used software (Mailchimp, SurveyMonkey, Kahoot, WordPress, etc.);
- Excellent command of spoken and written French and English
- Excellent critical-thinking skills and the ability to exercise sound judgment and solve problems quickly and effectively.
- Occasional availability outside normal business hours.
- Valid driver's licence and access to a vehicle for work-related travel.

WORKING CONDITIONS

- Full-time management position, 37.5 hours per week;
- 15 statutory holidays and 12 sick days per year;
- Annual vacation;
- Starting salary of $75,177, or based on the candidate's experience.

To apply, please send your résumé to the attention of the selection committee at rh@mrcpontiac.qc.ca by November 6, 2026, at 4:00 p.m.
We thank all applicants; however, only those selected will be contacted for an interview.



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