



Alberta Roadbuilders &  
Heavy Construction Association

## Communications and External Relations Manager

The ARHCA is an industry association that advocates for better roads in Alberta.

We are seeking a Communications and External Relations Manager (Coms Manager) with ambition and a sense of humor. This position will appeal to persons with interests in business, marketing, education, communications, media relations and government relations.

The Coms Manager will create and implement a communications plan integrating:

- Public Relations Campaigns for Road Safety, Workforce Development and Funding for road improvements
- Membership and Stakeholder Communications
- Government, Media and Stakeholder Relations activities

### Communications and External Relations Manager Role

With the support of an assistant, the Coms manager will work with the ARHCA Workforce Development committee to develop programs that promote the construction industry to job seekers and showcase the rewarding careers our industry offers. The Coms Manager will handle interactions with governments on workforce policy matters like immigration and training programs.

Working with retained consultants, the Coms Manager will utilize creative messaging to support regular public advocacy promoting careers in construction, safety campaigns that target safety in construction zones and public awareness of much needed investment in the highway network.

Reporting to the CEO the Coms Manager will support stakeholder relations with partner organizations, and government relations activities with Alberta's provincial and municipal governments by creating communications products and developing relationships with corresponding professionals in those groups. ARHCA advocacy is also coordinated with our colleagues in the Western Roadbuilders association and the Canadian Construction Association.

Communicating with Members is an essential part of the Communications Manager role. With assistance from all team members, content for products like newsletters, social media and editorial contributions to other publications along with corporate communications like the association's annual report are produced by the Coms Manager.

### Education and Competencies:

- A degree or certificate in a relevant discipline, and three years of experience, or combined five years of varied experience with transferable skills.
- Good project management skills, including the capacity to manage and coordinate several projects simultaneously and prioritize multiple tasks.

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- Strong communication and presentation skills, including the ability to adapt materials to various audiences with ease.
- Experience with managing contracts with vendors is an asset.
- Excellent written, verbal and interpersonal skills.
- Knowledge and experience of strategic use of social media and websites.
- Proven ability to work independently and productively.

The Alberta Roadbuilders and Heavy Construction Association is a non-profit association whose member companies build Alberta's highways, bridges, dams, streets and sidewalks, LRT, water and sewer systems we all depend upon. The Association is the voice of industry providing advice to public works departments and elected officials. We advocate for fair, open and transparent tendering of public works projects and for sustained and predictable funding of construction programs.

This position is based in Edmonton and travel within Alberta is required for meetings and events.

We offer competitive total compensation with salary, benefits, vacation and flex days providing an excellent balance. We are a small and mighty team providing excellent growth opportunities.

Starting salary \$95,000 per year + annual bonus program and perks.

Please apply by sending a note explain what caught your eye about this position along with your resume to [info@arhca.ab.ca](mailto:info@arhca.ab.ca) for the attention of Ron Glen.