



Internal Communications Coordinator Position at WDBA

Company Profile

Windsor-Detroit Bridge Authority (WDBA) offers a unique opportunity to work on the largest bi-national infrastructure project in North America today – the Gordie Howe International Bridge. Join our team and gain extensive career experience working closely with professionals in the specialization of engineering, finance, legal and communications. Many of our roles will support the operation of the bridge for the years ahead, following the current construction stage of the project.

WDBA is a Canadian Crown corporation created to deliver the Gordie Howe International Bridge project between Windsor, ON and Detroit, MI through a public-private partnership (P3). WDBA is responsible for overseeing and managing the construction and operation of the Gordie Howe International Bridge project which will be a legacy landmark that connects nations, economies and cultures. **Find out more about the incentives our company has to offer below.**

Now is the time to make your mark on this legacy project.

About this Opportunity

At WDBA, we value our people and their contributions in an environment of trust, support and dedication. As a member of the Corporate Affairs and External Relations team, reporting to the Communications Director, you will contribute to developing multi-faceted communications plans and products under the direction of the Director, Communications to advance internal communications within the corporation of Windsor-Detroit Bridge Authority (WDBA). This position represents the internal communications function on corporate committees. This position also works directly on initiatives to communicate with and engage employees as well as on corporate culture initiatives. This includes launching and maintaining new and revised tactics. The role also supports external facing communications activities as needed.

Position Requirements

- University Degree or College Diploma in Communications, Marketing, Business Administration, or related field.
- Minimum 1-3 years working in a communications or policy environment.
- Experience with strategic planning, communications product development and implementation.
- Experience in providing communications advice and services.
- Experience communicating through online channels.
- Experience in interpreting communications ideas and messages into visual or video representations.
- Experience in planning and organizing events.
- Experience coordinating, facilitating meetings, workshops, and engagements.
- Experience with public speaking an asset.
- Ability to work with internal and external audiences.
- Ability to organize and prioritize work.
- Ability to communicate effectively orally and in writing.
- Sound professional judgement, initiative and the ability to work well under pressure and manage multiple priorities to meet deadlines.
- Ability to problem solve and make decisions, and do so with a strong attention to detail.
- Must maintain strong political awareness, judgment and sensitivity, must have the ability to influence others and maintain strong relationships.
- Demonstrated ability to think strategically.
- Intermediate knowledge of MS Word, Excel and PowerPoint.
- Intermediate level experience using Adobe software.



- Ability to obtain a [Government of Canada Personnel Screening/Security Clearance](#) .
- Ability to travel within Ontario and Michigan.
- Hours of work may include evenings and weekends.

Working at WDBA

Our work offers a perfect balance of reward and challenge. Here are some of the amazing advantages of being part of our team:

- Work with dedicated and collaborative colleagues on a once-in-a-generation project.
- Receive full-time employment with competitive compensation packages.
- Have the opportunity for ample growth and development, including paid training options.
- Be rewarded for being a high performer through our employee performance review program.
- Join one of our many employee-led committees, including supporting the continued development of diversity, equity and inclusion within the workplace.
- Enjoy a comprehensive health and dental package starting on your first day, including short-term and long-term disability benefits.
- Be part of a defined contribution pension plan offered with up to 9% employee/employer match.
- Discuss with your manager hybrid and flexible work options available, including a mixed remote and in-office work environment and flex-scheduling.
- Take advantage of our extensive paid time-off benefits (vacation, personal days, volunteer day, and paid statutory holidays).
- Learn how we support “disengagement” as part of our corporate culture to achieve work-life balance.
- Engage directly with our passionate and experienced leadership team.

How to Apply

Qualified applicants may email their resume to recruitment@wdbridge.com up to and including September 28, 2023. Please quote file #WDBA-146. Resumes must be submitted electronically and are only accepted in MS Word or PDF format.

Although all applications are appreciated, only those candidates selected for an interview will be contacted.

This is a general position summary for a role vacancy at WDBA. A formalized job description or position outline is used to determine that the hiring goals and requirements for each WDBA position are achieved through a standard competition. The full position outline is provided to candidates selected to participate in the interview process and is to be accepted at the time of hire.

WDBA values talent and diversity as cornerstones of our success and is committed to creating a diverse and inclusive workforce that is reflective of our community and country. To support this commitment, we encourage applications from people of all races, ethnic origins, religions, abilities, sexual orientations, gender identities or expressions.