

Interim Coordinator, Community Benefits Position at WDBA

Company Profile

Windsor-Detroit Bridge Authority (WDBA) offers a unique opportunity to make a lasting contribution to the largest bi-national infrastructure project in North America today – the Gordie Howe International Bridge. Join our Canadian Crown corporation in fulfilling our mandate to build and operate this new international bridge at the busiest commercial land border crossing between Canada and the US.

The Gordie Howe International Bridge project is a once-in-a-generation undertaking. Worth \$6.4 billion (CDN), the project includes the delivery of four major components: the longest cable-stayed bridge in North America, the largest Canadian and US Ports of Entry (POE) along the Canada-US border, and a new interchange creating a direct connection into the Michigan Interstate system.

About this Opportunity

At WDBA, we value our people and their contributions in an environment of trust, support and dedication. The Interim Coordinator, Community Benefits is a member of the Corporate Affairs and External Relations (CAER) team and reports to the Manager, Community Benefits. This position provides support to the delivery of Community Benefits Plan for the Gordie Howe International Bridge project as well as other socially responsible activities undertaken by WDBA. They play a key role in WDBA's administration of the project's Community Benefits Plan and the oversight of associated Project Agreement-required deliverables. The role is responsible for coordinating and tracking reviews of Community Benefits reporting, implementation plans, execution of specific initiatives and participating in high-profile meetings and events. The role produces content and public-facing documents to support Community Benefits communication tactics and is responsible for the maintenance of the stakeholder database.

Position Requirements

- Bachelor's degree from a recognized university or college diploma in communications, business administration, public relations or related field
- 3-5 years of related experience in stakeholder relations/communications/public relations
- Experience in maintaining reporting mechanisms and databases
- Experience with graphic design software
- Experience working with the public
- Experience in planning, coordinating and preparing materials for meetings and events
- Experience developing communications products
- Excellent prioritization skills with the ability to manage own time and workflow
- Ability to work independently and collaboratively with a team
- Demonstrated effective and professional oral and written communication abilities ensuring tact and diplomacy
- Ability to multi-task and handle a variety of responsibilities while maintaining strong attention to detail
- Ability to work with internal and external audiences
- Must maintain strong political awareness, judgment and sensitivity



- Bilingual English-French preferred
- Intermediate MS Office skills
- Experience with Adobe Creative Suite
- Experience with Customer Relationship Management (CRM) software an asset
- 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. This position has been evaluated at a Level 4 and is being offered as a 12-Month fixed-term contract.
- 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 apply [HERE](#) or email their resume to recruitment@wdbridge.com up to and including December 16, 2024. Please quote file **#WDBA-262**. 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.