

The Loomex Group is NOW HIRING FOR: COMMUNITY RELATIONS COORDINATOR

Reporting directly to the manager of the Peterborough Airport, the Community Relations Coordinator will be responsible for monitoring and addressing the needs of airport customers and community relations at the Peterborough Airport. The position consists of 16 hours of in-office work per week at the Peterborough Airport Terminal, and the incumbent will also attend four Peterborough Airport Noise Liaison Group meetings annually.



To apply for this position, please send a resume and cover letter to swebster@loomex.ca



The application deadline to apply is September 27th, 2021

Headquartered in Peterborough, Ontario, on the grounds of the Peterborough Airport, The Loomex Group focuses the scope of its operations within the aviation, emergency management, and infrastructure sectors. Now celebrating our 12th year in business, the broad knowledge base of our team allows us to effectively deliver professional, quality-conscious products and services for a diverse range of client needs. We specialize in aviation management & consulting, space, economic development, agriculture, emergency management, training, and education. The Loomex Group of companies includes Explorer Solutions Inc., with branches in Canada, USA, and Europe.

Duties and responsibilities will include, but are not limited to:

Noise Concerns (70% of total work hours)

- Manage the noise concerns database, recording all communication, dates, and discussion points
- Manage and provide consistent messages for noise concern calls and correspondence
- Confirm the legitimacy of complaints (e.g., matching the time of a complaint alongside traffic radio calls)
- Prepare the agenda and minutes for, and take part in, the Peterborough Airport Noise Liaison Group (PANLG) meetings
- Complete research for noise mitigation and solution strategies, as proposed by the PANLG
- Establish and maintain analytics for tracking noise concerns
- Produce an annual and biannual (or as requested) report on the position that covers the following topics:
 - The number of complaints received
 - How responses are being managed (e.g., via return calls, visits, meetings, etc.)
 - Messaging
 - A summary of any research completed for mitigation and/or solution strategies proposed by the PANLG
 - Any public events that are being planned
 - The methods in place for measuring the effectiveness of the position
 - The overall effectiveness of the position (i.e., summarizing if there has been a reduction in calls following information being provided to certain members of the public)
- Advise the airport manager of any communications or actions from the public that are or can be perceived as being a threat to the airport and/or airport staff
- Advise the airport manager if there is a threat of litigation

Events (29% of total work hours)

- Provide education/positive messaging about the airport to the community
- Provide airport tours, as approved by the airport manager
- Assist in facilitating community and public events as requested

Administrative (1% of total work hours)

- Attend and participate in airport training and safety programs
- Establish and maintain cooperative and effective working relationships with others





Responsibility Scope

- Pay range under review
- No spending or financial obligation authorization
- No authorization for scheduling commitments on behalf of the client/employer
- External messaging and presentations must be reviewed prior to release

Qualifications and Requirements

- Ability to understand and carry out both written and verbal instructions
- Ability to work independently and as part of a team
- Excellent communication skills and conflict resolution skills
- Excellent written and verbal command of the English language
- Strong computer literacy skills, particularly with the programs most commonly used in an office environment
- Valid driver's license and a clean driver's abstract
- Bilingualism is considered an asset but is not required

Working Conditions

Work is performed in an office environment and the incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing, and walking.

Applying

To apply for this position, please send a resume and cover letter by **September 27th, 2021** to Sarah Webster, Executive Assistant, at **swebster@loomex.ca**