



Making a difference...together

Employment Opportunity

Communications Coordinator

Core Area Wastewater Treatment Project

Competition	18/003
Status	Regular Fulltime
Hours of Work	Up to 70 hours bi-weekly
Rate of Pay	\$32.99-\$37.43 per hour (2016 rates)
Review of applications begins	4:00pm on January 26, 2018
Notes	The length of this term position will be approximately 16 months up to 40 months

Summary

Under the direction of the Director of Communications and Stakeholder Engagement and working closely with Wastewater Treatment Project (WTP) staff, this position coordinates and delivers various communication activities and information services to fulfill WTP goals and program requirements. Coordination of communications includes communications planning, website, public information, construction bulletins, media releases and communications and engagement activities as may be needed. This position liaises and works in cooperation and collaboration with CRD Corporate Communications and the Director of Communications and Stakeholder Engagement to ensure corporate guidelines, standards, policies and procedures are followed.

The length of this term position will be approximately 16 months up to 40 months.

Duties & Responsibilities

- Implements the Wastewater Treatment Project Communication and Engagement Plan and acts as a champion for the support of communications and engagement goals and objectives for the Project.
- In concert with the WTP communications and engagement team, develops, produces and revises communication plans and strategies for the WTP.
- Provides consultation to staff on communication initiatives. Identifies communication needs and opportunities, and recommends appropriate communication tools.
- Accountable to the Corporate Communications Department on matters of corporate policy, standards, and communication governance. Will participate in corporate communications governance meetings as required.
- Works closely with the communications and engagement team and project staff to develop, prepare and/or update project newsletters, construction bulletins, information sheets, website content, community information meeting content, and responses to public inquiries.
- Implements the District-approved web page design plan and coordinates on-going development.
- Coordinates the delivery of Wastewater Treatment Project information to communities and stakeholders.
- Builds and maintains relationships with stakeholders.
- Assists with the management of the inquiry response program, particularly phone inquiries.
- Assists with media response and writes media releases as required. Coordinates media events relating to key milestones.
- Sets up and attends community meetings; develops meeting summaries and follow-up as required.
- Follows all policies, procedures and standards of the CRD
- Performs other related duties as required.



Qualifications

- Undergraduate degree in communications, journalism or related, with five (5) years directly related experience, other equivalent combination of training and experience.
- Graphic design experience is an asset.
- Excellent communication (verbal and written), interpersonal, organizational and people and relationship-building skills.
- Demonstrated experience building relationships and working collaboratively with stakeholders and communities.
- Proficiency and experience with word processing (MS Word), spreadsheets (MS Excel), presentation (MS PowerPoint), desktop publishing (Adobe InDesign, Acrobat Professional, Illustrator and Photoshop) and web publishing software (Adobe Dreamweaver, Fireworks and Contribute).
- Strong project management skills including the ability to manage multiple projects and manage communications priorities within those projects.
- Ability to work independently and as a team member in a fast paced, time sensitive environment.
- Knowledge of local community issues and trends.
- Knowledge and experience of large construction projects as asset.
- Ability to develop and implement communications plans, from inception through to completion and evaluation.
- Demonstrated social media knowledge and experience (Facebook, YouTube, Twitter, and blogs), with a track record of actively participating in a wide variety of social media activities for education and communication purposes.
- Must be professional, politically sensitive, diplomatic, flexible, cooperative, reliable, well organized, and a clear and articulate goal setter and communicator.
- Able to work with confidential information and keep such in confidence as required.
- Must possess a valid BC Driver's Licence.

Applications

To apply for this exciting opportunity, please submit your resume and covering letter online at www.crd.bc.ca under "[Careers](#)".

The CRD wishes to thank you for your interest and advises that only those candidates under active consideration will be contacted.