



TOWN OF VIEW ROYAL

The Town of View Royal is a growing residential community in the Greater Victoria area with a population of approximately 12,000. Our waterfront community has scenic views of Esquimalt Harbour and Portage Inlet, as well as excellent parks and trails, including the Galloping Goose Regional Trail and Thetis Lake Regional Park. Ten minutes from downtown Victoria, View Royal's central location also provides good highway access to the Western Communities and to the Saanich Peninsula, including BC Ferries and the Victoria International Airport.

COMMUNICATIONS & ENGAGEMENT COORDINATOR

Regular Part Time Position
(17.5 hrs/wk)
\$47.97 - \$51.30/hour

The Town of View Royal is pleased to be seeking a qualified candidate to fill the role as Communications & Engagement Coordinator to join our dynamic, fun, friendly, and dedicated team. The Town offers excellent opportunities for professional development and also strongly believes in the importance of work-life balance.

Reporting directly to the Director of Corporate Administration/Deputy Chief Administrative Officer, the Communications & Engagement Coordinator develops and implements marketing, communications and public engagement plans that support the Town's strategic and annual work plans. This position works with Town departments as a member of project teams to scope, design, and plan public engagement; support project teams to reach interested and impacted parties; report on engagement processes; and deliver all supporting communications work. As well, this position supports the Town in analyzing public engagement input and identifying key themes and potential recommendations.

The ideal candidate for this position will have excellent writing, editing and proof-reading skills with a comprehensive knowledge of media relations; website content management and social media platforms; outreach and community event planning; print and electronic news and advertising media; graphic arts; and marketing and public engagement principles, practices, methods, techniques, and related technology.

The following qualifications and experience are required:

- a post-secondary degree in communications, public relations, journalism, or a related field;
- a minimum five years of related experience that includes writing and delivering strategic communications plans, media relations, and issues management;
- IAP2 certification and strong knowledge of engagement principles, as well as emerging and innovative approaches and techniques; and
- a valid B.C. Driver's Licence.

Additional Information:

Hours of work will typically occur during regular office hours, however the ability to work a non-standard work week, including evenings and weekends when operationally needed, is required.

A detailed job description is available at www.viewroyal.ca/employment.

Applicants should submit a detailed resume, including cover letter and references, which reflects their knowledge, skills, and abilities relevant to the position, no later than **4:30 p.m., June 10, 2024** to:

Human Resources
Competition #2024-04
Attn: Ms. Sarah Jones
Director of Corporate Administration/Deputy CAO
Town of View Royal
45 View Royal Avenue
VICTORIA BC V9B 1A6
Email: hr@viewroyal.ca

The Town of View Royal is an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences.

If you require any adjustments to enable participation at any stage of the recruitment process, please contact Human Resources.

Please note that only those applicants selected for an interview will be contacted.