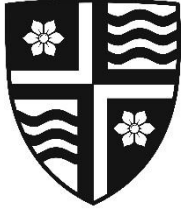


Township of
Langley



Est. 1873

Be a part of something great!

COMMUNICATIONS COORDINATOR

Temporary Full-Time
(from approx. October 24, 2022 to November 24, 2023)

Competition #: 22-U161

Web Site: tol.ca

Join a “Community of Communities” – the Township of Langley, home to approximately 150,000 residents, is committed to providing progressive business, housing, and recreational opportunities, while balancing its unique mix of urban growth and rural beauty. A truly fun and beautiful place to work, the Township of Langley offers competitive salaries; excellent benefit packages; municipal pension plan; employee wellness programs; and, opportunities for professional development and career growth.

The Township of Langley is currently recruiting for a temporary full-time **Communications Coordinator** (from approx. October 24, 2022 to November 24, 2023) to join our team of professionals in the Corporate Administration Division, Corporate Communications Department. Reporting to the Manager, Corporate Communications, in this unionized position, you will work on special communications projects and coordinate the compilation and publication of communications and marketing information and materials for internal clients.

Responsibilities:

- Work on special communications projects in support of department and overall corporate needs.
- Develop promotional materials, collect information, conduct interviews, write articles and press releases
- Prepare corporate documents and communications for posting to social media and the corporate website
- Lead or collaborate on corporate communications projects and work with in-house or contract staff on text and lay-out of materials such as brochures, newsletters, websites, and related projects
- Participate in the development of departmental marketing and promotional strategies, policies and procedures
- Prepare plans and promotional details for various corporate events
- Perform other related work as required

Qualifications:

- A university degree in Communications or related discipline, plus sound related experience, or graduation from a diploma program in Journalism, Communications or Public Relations and considerable related experience, or an equivalent combination of education and experience
- Ability to collect/research information to coordinate public relations and promotional activities
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts
- Sound knowledge of communications strategies and best practices
- Digital communications and marketing expertise and experience is an asset, as is your ability to manage your time effectively while coordinating and implementing multiple simultaneous activities
- IAP2 training and community engagement/public participation experience is considered an asset.

In order to be considered for this position, candidates must have the following valid and current certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application. **Applications without the attached required documents below will be deemed incomplete and will not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply:**

- BC Class 5 (full-privilege) driver's license or equivalent driver's license for where you reside. You must include with your application a current **Personal Driving Record (select the 5 year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's Licence and the Drivers Factor Report **will not** be accepted.

Applicants are advised that it is a condition of employment with the Township that a successful candidate provide proof that they are fully vaccinated against COVID-19. Note: proof is not required as part of the application process, however, will be required upon consideration for employment.

The CUPE rate of pay for this position is \$32.90 - \$38.73 per hour (2020 rates), plus benefits. The hours of work are Monday to Friday 8:30am – 4:30pm.

If you wish to pursue this exciting career in a growing community, please visit tol.ca/careers to apply.

Internal closing date for this competition: **September 8, 2022**

External closing date for this competition: **September 13, 2022**

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.