

Capital Projects Liaison (Permanent, Full Time) - 1260

Close Date

February 21, 2024

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

Do you have an eye for detail and are looking to challenge your communication and public engagement skills? This **full-time** position is responsible for taking the lead in managing Capital Projects related information and project-communication on job sites and surrounding businesses and residents, including communicating details about construction plans, changes in project schedule/scope of work, talking with and updating interested parties, notifying businesses and residents about traffic pattern changes due to the construction schedule, and answering project requests for service. You will need to have strong interpersonal and relationship skills as well as technical skills that include writing, laying out text copy and graphics, and using web-based application platforms.

The successful candidate must have the following qualifications:

1. A post-secondary degree in communications, marketing, or business with a major in marketing.
2. Proficient in intermediate Word, as demonstrated through testing (70% pass rate required).
3. Minimum three years' directly related experience in public engagement, events management, communications planning, and marketing/promotions.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. A comprehensive benefits package is included with this position.

Hourly Rate

\$42.62

Hours & Days of Work

Monday to Friday:
8:00 a.m. - 4:00 p.m.

Hours per Week

35



Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.