

Township of Langley

Job Title:	Marketing and Communications Coordinator
Competition Number:	24-U046
Employment Type:	Regular Full-Time
Pay Rate:	\$40.74 - \$48.09 per hour (5 steps, 2024 rates) plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:30am – 4:30pm
Competition Opening Date:	March 7, 2024
Competition Internal Closing Date:	March 15, 2024
Competition External Closing Date:	March 21, 2024

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Marketing and Communications Coordinator** to join our team of professionals in the Corporate Administration Division, Communications Department. Reporting to the Manager, Corporate Communications, in this unionized position, you will work on special communications and marketing projects and coordinate the research, planning, development, and compilation and publication of communications and marketing campaigns and their respective information/materials for internal clients.

Responsibilities

- Provide guidance and advice to departmental clients on strategic communications and marketing actions to meet targeted goals and audiences in support of departmental plans and objectives
- Develop, plan, coordinate, and lead the implementation of communications and marketing strategies, programs, campaigns, and activities
- Develop and update content for municipal webpages and social media campaigns
- Monitor traditional communications, media and digital channels for direct inquiries and conversations and responds to same
- Participate in and support the implementation of public engagement activities
- Keep up to date of developments in marketing, communications and digital communications best practices and legislation
- Perform other related work as required

Qualifications

- Bachelor's degree in communications, marketing, or a related discipline plus considerable related experience; or an equivalent combination of training and experience
- Considerable knowledge of communications and marketing principles, objectives practices, methods and techniques related to the work performed
- Considerable knowledge of digital, online engagement and social media practices and related available technology
- 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/external contacts
- Sound knowledge of strategic communications plans, objectives, and strategies development
- Ability to provide guidance to staff and clients on digital and traditional marketing and communications
- Ability to work on several projects simultaneously and respond to competing priorities
- IAP2 public engagement certification and experience considered an asset
- Crisis and emergency management communications certification and experience considered an asset

Required Certifications/Licenses

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.

- BC Class 5 (full privilege) Driver's License. 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 License and the Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

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