



**BUILD A CITY.
BUILD A FUTURE.**
HELP US BUILD A WORLD-CLASS CITY.



MEDIA RELATIONS COORDINATOR - RCMP
REGULAR FULL-TIME

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey.*

EMPLOYMENT STATUS

Union - CUPE Local 402 - Regular Full-Time

SCOPE

Working in partnership with the largest municipal RCMP detachment in Canada, we provide services to the half a million residents of the city from our main office on 57th avenue and from our five district offices. We work closely with the community on crime prevention initiatives, as well as provide support and advice to those who have been affected by crime.

We're seeking an excellent communicator who enjoys working in a fast-paced, dynamic environment to join our civilian team. Are you:

- An experienced communications professional who wants to make a difference in your community?
- A collaborative team-player with great interpersonal skills?
- A conscientious individual who understands how to handle confidential and sensitive information?
- Able to use a significant degree of judgement to provide support within established guidelines?
- Knowledgeable about policing and public safety issues?

RESPONSIBILITIES

The successful applicant will exercise a significant degree of judgement and initiative within established guidelines while providing support to the Media Relations Officers and the Surrey RCMP.

As the Media Relations Coordinator your responsibilities include:

- Drafting and preparing press releases and media-related materials for distribution.
- Assisting the Media Relations Officers in monitoring, tracking, and responding to media relations inquiries received by phone or email.
- Monitoring and reviewing daily media and social media channels for relevant stories to distribute notable information.
- Drafting, compiling, and distributing internal and external communications products such as e-newsletters, social media posts and website updates.
- Coordinating media events or press conferences.

- Researching and verifying information for Media Relations Officers.
- Liaising with various units and sections to ensure communications and materials are up to date.

The Ideal candidate:

- Has excellent communication and interpersonal skills.
- Is flexible and a collaborative team-player.
- Understands how to handle confidential and sensitive information.
- Has good knowledge of policing and public safety issues.
- Has good knowledge of communications principles, writing and editing.
- Is customer service focused.
- Enjoys working in a fast paced, dynamic policing environment.

QUALIFICATIONS

- Completion of Grade 12, supplemented by a degree or diploma in communications, journalism, media or public relations or related field. A minimum of four years related experience or an equivalent combination of training and experience.
- Previous experience in policing, public safety or public service is preferred.
- Obtain and maintain the relevant level of security clearance throughout employment with the Surrey RCMP.

OTHER INFORMATION

Pay Grade	Standard Step 1	6 Month Step 2	18 Month Step 3	30 Month Step 4
19	\$35.71	\$36.72	\$37.91	\$38.98

This job will be posted until May 28, 2024.

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

