

# Township of Langley

<b>Job Title:</b>	Communications Specialist
<b>Competition Number:</b>	24-U118
<b>Employment Type:</b>	Regular Full-Time
<b>Pay Rate:</b>	\$40.74 - \$48.09 per hour (five steps, 2024 rates), plus benefits
<b>Hours of Work:</b>	35 hours per week; Monday to Friday, 8:00am – 4:00pm
<b>Competition Opening Date:</b>	July 16, 2024
<b>Competition Internal Closing Date:</b>	July 24, 2024
<b>Competition External Closing Date:</b>	July 28, 2024

## Job Overview

The Township of Langley is currently recruiting for a regular full-time **Communications Specialist** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Administrative Manager, Police Services, in this unionized position you will develop and implement communications plans and materials for the Langley RCMP Detachment. The Communications Specialist assists in developing annual communications strategies and reviews the website and social media content for compliance with established standards.

## Responsibilities

- Develop and implement selected communications plans
- Liaise with external partner agencies and attend planned events to take photos for social media, websites and internal distribution
- Review and update the website and social media to ensure compliance with established policies and standards
- Create and maintain user manuals for website and social media content and provide training as required
- Assist in creating a variety of communications materials including website content, business plans, reports, correspondence, speaking notes, presentations and advertisements
- Advise and support the Media Relations Officer on media releases, backgrounders and related communications
- Assist in enhancing the dissemination of information among detachment personnel
- Perform related work as required

## Qualifications

- Bachelor's Degree in communications or a related discipline, plus considerable related experience or an equivalent combination of training and experience
- Considerable knowledge of the principles, practices and techniques of communications and public relations work
- Considerable knowledge of the programs, purposes and objectives of the RCMP
- Considerable knowledge of the software, social media and engagement tools applicable to the work
- Ability to assist in the development of the detachment's communications plans and strategies
- Ability to communicate effectively and provide guidance to staff on communications matters
- Ability to write, edit and prepare a variety of communications materials
- Enhanced reliability status is required (note - not required as part of the application process, however, will be required upon consideration for employment)

## 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](https://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.*