

Careers

Communications Consultant (Executive Office)



We are looking for an experienced strategic communications professional to join our Executive Office. The City of Kelowna's communications team delivers a full range of initiatives to support the City's focus on customer service, community and business engagement. This role will be primarily focused on supporting the Mayor's Office's communication initiatives. This position will report to the Executive Office Manager.

We are seeking an experienced communications professional who thinks strategically, writes proficiently, and develops strong working relationships. This role will provide support for the Mayor's Office, including: researching, writing, and advising on content for web and internal publications, responding to inquiries and managing correspondence, as well as authoring speeches.

Qualifications

The successful candidate will have post-secondary education in communications/public relations or journalism, along with experience in corporate communications. Experience working in any level of government and/ or political speech writing is a strong asset, as is a demonstrated ability to take on increasing responsibility in one's career. Experience advising senior level leaders is also an asset. The role requires the flexibility to balance priorities and multiple projects; political acumen is key, as well as managing confidential information. The successful candidate needs to excel in a fast-paced environment, with a strong attention to detail.

Help create Kelowna as a *City of the Future*. Our diverse and dynamic team strives to innovate to make things better, work as one team, serve proudly and lead responsibly. Live, work and play in one of Canada's fastest growing cities. Kelowna boasts miles of lake access, public areas and outdoor recreation opportunities, a vibrant downtown and cultural scene, healthy and connected neighbourhoods.

Grow your career in an organization that supports employee work-life balance and career and professional development. This exempt position offers a salary range of \$84,000 to \$98,000, employer-paid comprehensive benefits, an earned day off program, paid vacation and one of Canada's top pension plans.

For further information or to apply, please check our website at www.kelowna.ca/careers

Applications must be received by end of day **October 20, 2024**

Applicants not contacted within three weeks of the closing date are thanked for their interest