

COMMUNICATIONS SPECIALIST Regular Full-Time

About Us

One of BC's Top Employers, the City of Coquitlam offers meaningful career opportunities to make a difference within the local community. As the sixth largest city in BC, we are home to more than 150,000 residents. Our diverse municipality is a great place to work as it continues to grow through innovative urban design, inspiring arts, culture and recreation programs, and state-of-the-art transportation systems. Our brand is built on managing our resources in a responsible and sustainable manner, while supporting a vibrant, growing regional urban centre. We envision a bright future in Coquitlam that we hope includes you!

About You / What We Are Looking For

We have an exciting opportunity available for an experienced and creative Communications Specialist to join the Communications team in our Civilian Police Services division of the Community Safety department. This role is located within the Coquitlam RCMP detachment and it provides exclusive communications and public relations work to the Coquitlam RCMP. If you are passionate about communications and social media management, this may be the perfect role for you!

The Communications Specialist will focus on digital communications (internal and external) using their out of the box creativity, strong graphics and video creation skills to create unique content, cutting through the clutter to share public safety information ensuring the communities we serve are engaged, educated, informed and safe.

Key responsibilities include:

- Create, maintain and evaluate an integrated and coordinated social media strategy to educate, inform and engage with our communities
- Provide strategic and technical communications advice to enhance our social media engagement
- Develop, enhance and maintain the internal website and communications tools
- Track and compile media reporting
- Regular internal newsletter creation and circulation
- Collaborate and develop relationships with internal and external stakeholders to gather and disseminate pertinent information
- Attend community engagement events to photograph and document activities
- Video conception, production and measurement
- Assist with development of the annual communications strategy and public relations materials

The ideal candidate will have superior verbal and written communications; proven graphic design and video development skills; self-starter with a strong work ethic who works well under pressure on an individual level and in a team environment; excellent attention to detail with a passion for communications and social media management. The successful candidate may be required to work some evenings and/or weekends to provide communications support at special events or for critical/time sensitive situations. Experience within a media outlet, law enforcement environment or government agency is considered an asset.

Minimum Qualifications

Requirements include a University diploma or degree in Communications, Marketing, Public Relations or a related discipline, plus considerable related experience (minimum 3 years), or an equivalent combination of education and experience.

Preferred Qualifications

Experience working in a public sector or municipal environment and/or law enforcement will be considered an asset. Strong proficiency in the French language is an asset. Previous experience with media and news publications is an asset.

What We Offer:



This CUPE position has an hourly rate range of \$40.73 - \$48.08. The rate of pay is based on a variety of factors including qualifications, knowledge, experience and skills.

You will have the chance to join a rapidly growing and diverse team dedicated to supporting the local community, and be able to engage in variety of learning and development opportunities. Additionally, there is an opportunity to participate in an earned day off/flex day program. This position is based in Coquitlam working within the Coquitlam RCMP Detachment. The City offers an attractive vacation and extended benefits package, including the ability to contribute to the Municipal Pension Plan.

Accessibility / Equal Opportunity Employer

The City of Coquitlam is proud to be an Equal Opportunity Employer working towards enhancing equitable practices in our recruitment and retention processes. As an organization, we are committed to creating an inclusive work environment to support our growing and diverse work force. To learn more about what equity, diversity, and inclusion means, and the City's efforts in support of these principles, please visit coquitlam.ca/edi for more information.

If at any time during the application or recruitment process you require additional assistance or an accommodation, please contact our team for confidential support. Staff can also provide in-person support if required.

The successful candidate must also be able to obtain and maintain an Enhanced RCMP Security Clearance, which may take up to 8 months.

Good people make Coquitlam great, sign up for career alerts through our recruitment portal to stay up to date about opportunities within our team, or follow us on LinkedIn to learn more about how #YouCouldWorkHere too!

Please apply online at www.coquitlam.ca/careers by 11:55 pm on October 9, 2024.

We thank all applicants for their interest; however, only those selected for an interview will be contacted.