

# COMMUNICATIONS AND ENGAGEMENT OFFICER

Competition #2025-04 (Full-time)

January 20, 2025



The Fraser Valley Regional District is a local government that delivers over 100 services to residents living in our eight electoral areas and six member municipalities. We are the third most populous regional district in BC, stretching from Abbotsford to Boston Bar. The Fraser Valley offers a great place to work and live with a mix of rural and urban lifestyles along with an abundance of recreational and cultural opportunities.

People are at the center of everything we do, and we strive to put the needs of those we serve and the employees in the organization at the forefront of our day-to-day work. We are an organization that values teamwork and respect. We are committed to diversity, equity, inclusion, and being representative of the region we serve. We are dedicated to the ongoing process of building relationships and examining our work to ensure that the principles of inclusion, collaboration, and reconciliation are included.

We have an exciting opportunity for a communications expert to fill the position of Communications and Engagement Officer. Working collaboratively and with the direction of the Manager of Communications, you will provide communications expertise and support for the organization. In a typical day at the FVRD you may seek out background information, research and summarize information, create key messages and prepare communication materials for a variety of audiences; attend an array of meetings differing in complexity and confidentiality; create or approve graphic materials for website, public participation events, social media, or other organizational requirements; provide advice or direction on brand and accessibility standards; and proofread documents. Our Communications team is a fast-paced environment, where meeting deadlines and completing assignments independently is essential.

The ideal candidate will possess:

1. University degree in Communications, or Public Relations. Courses in Public Administration or Political Science are considered an asset;
2. Minimum of three (3) years – five (5) years related experience in a local government setting, with a sound working knowledge of professional communication techniques, tools, and practices;
3. Professional photography skills and the ability to utilize basics of Adobe Creative Suite software (InDesign, Photoshop, and Illustrator), Canva, Word, Excel, Outlook and PowerPoint;
4. Proven ability to write a variety of materials for different audiences, channels, and digital engagement platforms;
5. Ability to maintain effective relationships with, and work effectively with a diverse group of people including staff at various levels and departments, government agencies, First Nations, community organizations, media, the public and other partners;
6. Working knowledge of the role and function of a Regional District;
7. Strong critical thinking, analytical and problem solving skills;
8. A high degree of integrity, diplomacy, discretion, professionalism, and confidentiality; and
9. Must possess a valid British Columbia Class 5 Driver's Licence.

This exempt position has an annual salary range of \$71,400 to \$82,000 (2024) and is commensurate with experience. It is supplemented by a comprehensive and competitive benefits package.

Grow your career in an organization that supports employee work-life harmony including an earned-days-off program or four-day compressed work week, where operationally appropriate and subject to approval or change. Take advantage of employee programs that include support for mental well-being and physical health through our onsite gym. We offer a supportive, team-based work environment with an emphasis on collaboration. We believe in lifelong learning and are committed to providing and supporting training and professional development opportunities for our staff.

If you have a passion for public service and want to make a difference in the lives of Fraser Valley residents and FVRD employees, we want to hear from you. Please submit your resume, along with a cover letter, indicating how you meet the qualifications. **Visit [www.fvrd.ca/careers](http://www.fvrd.ca/careers) to apply for this competition by 4:30 p.m. on February 3, 2025.**

*While we appreciate the interest of all applicants, only those candidates under consideration will be contacted.*