



COMMUNICATIONS MANAGER

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace. Join us and grow your career as the Communications Manager with an organization that supports work-life balance and professional development.

Key Responsibilities:

Part of the management team, the Communications Manager develops and implements the City's external communication and engagement programs and supports the delivery of Council's strategic priorities including Indigenous, stakeholder and public engagement. Provides proactive and strategic communications advice and support to the Mayor, council members, CAO, and senior management team. Other responsibilities include, leading the Communication and Engagement team, managing annual workplans, overseeing the Corporate Communications and Engagement Plan, ensuring coordination across City departments and intergovernmental organizations, managing annual budgets, supporting strategic projects, and overseeing digital tools such as City website, social media, and mobile apps to enhance public engagement.

The position will act as the official spokesperson on behalf of the City as well as the City's lead Public Information Officer in the event of an emergency.

Our Ideal Candidate:

The ideal candidate will have a Bachelor's degree in communications, public relations, journalism with at least 5 years' experience in strategic communications and public relations. Strong knowledge of local government operations and Indigenous relations, excellent verbal and written communication skills, and the ability to manage competing priorities. Experience in leading public relations initiatives, strategic thinking, and relationship-building with senior management is essential. You will be highly organized, adaptable, and professional, with a proven ability to thrive in a fast-paced, collaborative environment. Professional certification in communications through the International Association of Public Participation plus membership in the Canadian Public Relations Society would be an asset. A valid Class 5 driver's license is required.

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 25-18E | Opens January 31, 2025 | Closes March 3, 2025
Exempt | Full Time – Permanent | 35 hrs/wk | Benefits | Municipal Pension Plan
Wage Range \$117,125 - \$137,795