



# COMMUNICATIONS & ENGAGEMENT COORDINATOR

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.

## **What We Offer:**

Improved vacation package, with three weeks prorated in the first year, four weeks' vacation at two years, competitive salaries, excellent benefits, numerous employee wellness incentives, an earned time off program and professional development opportunities. Build your future with a City which was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace.

## **Summarized Position Responsibilities:**

The Communications & Engagement Coordinator develops and implements public relations programs to meet departmental goals. Responsibilities include administering the grant programs, including research, application preparation, reporting, and coordinating related communication events. The role involves creating public information materials, managing website and Intranet content, and monitoring, developing content and posting for corporate social media channels. The position also provides photography, graphic design, and marketing support, ensures compliance with safety regulations, assists with onboarding new team members, and performs other duties as needed.

## **Our Ideal Candidate:**

The ideal candidate will have a diploma in Communications, Journalism, or Marketing, with two years of relevant experience, preferably in a local government setting. Experience with grant programs, website and social media content management, and graphic design software (Photoshop, InDesign, Illustrator) is an asset. Strong communication, organizational, and customer service skills are essential, along with the ability to maintain confidentiality and build effective relationships with internal and external stakeholders. A valid Class 5 BC Driver's License is required.

**Applications are accepted online at [westkelownacity.ca/jobs](https://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. 25-19E | Opens January 31, 2025 | Closes March 3, 2025**

**Full Time – Permanent | 35 hrs/wk | \$41.15/hr**

**Benefits | Municipal Pension Plan | Earned Time Off Program | 4 weeks vac at 2 years**