



Join the PRRD Team!

Come work with the Peace River Regional District team in the mighty Peace Region of northeastern BC – world renowned for our friendly people, spectacular outdoor recreation and linkages to the Yukon and Alaska.

The Peace River Regional District includes four electoral areas and seven member municipalities, with a total population of approximately 60,000, covering a vast 120,000 square kilometer area.

Posting Date

January 31, 2025

Application Deadline

February 14, 2025

Application Information

Visit prrd.bc.ca/employment to view the **job description** for a full list of qualifications and to find out the status of this posting and other employment opportunities with the PRRD.

Apply in confidence by providing a cover letter noting the position being applied for, a resume, and three supervisory references to:

Peace River Regional District
Human Resources
hrprrd@prrd.bc.ca
P. 250-784-3235

Communications Coordinator

Full Time, Permanent Position

Position Overview

Reports to the Corporate Officer or designate and supports the Manager of Communications in the delivery of communications, engagement campaigns and initiatives. The Communications Coordinator is responsible for managing the PRRD’s social media presence, coordinating events and supporting various communication initiatives. This role plays a crucial part in enhancing the organization’s digital outreach, community engagement and brand consistency across multiple platforms.

This role will coordinate and oversee PRRD’s participation in community events and parades, including logistics, event coordination, and executing the organizations involvement. This position will be located out of the Dawson Creek office.

Qualifications

The ideal candidate will have

- a diploma, certificate, or post secondary degree in communications, public relations or print production, or an equivalent combination of related education, training and experience.
- Three years of related experience, preferably in a local government setting.
- Thorough understanding of the use of communications media (collateral, web, advertising, print, radio, TV, online)
- Excellent verbal and written communications skills
- Proficiency with Adobe creative suite, Microsoft Suite, WordPress, and other communications software.
- Flexibility in both days of work and workday hours of work.
- A valid Class 5 Drivers’ License must be maintained

Additional Information

The hours of work are Monday to Friday, from 8:30 am – 4:30 pm, with one hour for lunch.

The after-probation rate of pay for this union position is \$38.71/hr, plus benefits.

We thank all candidates for their interest, however, only those selected for interviews will be contacted.