



*... a great place to live, work & play*

One of the sunniest regions in BC's Lower Mainland, Delta embraces three unique communities - Ladner, North Delta and Tsawwassen. The City of Delta is looking for dedicated individuals to join our team and share in our commitment to lead the way in public service excellence.

## COMMUNICATIONS COORDINATOR

As part of the Corporate Communications team, the Communications Coordinator is a community-minded, highly motivated, and organized communications professional with excellent writing skills that will build and enhance the City of Delta's brand. The successful candidate will be a strategic thinker, able to effectively tie long-term vision into daily and weekly content across various platforms and can produce quality content under tight timelines with minimal supervision.

### **Key Responsibilities**

- Develops and coordinates communication through social media and other digital engagement platforms;
- Sources, creates, writes, edits and publishes a variety of communications materials in accordance with established standards; advises on effective messaging and standards for content;
- Supports departments in planning and implementing communications projects and initiatives;
- Maintains and updates corporate websites; develops and updates webpages; reviews content and materials to ensure effectiveness, functionality, consistency and conformance with established standards;
- Participates in the development and implementation of communications plans, policies and procedures;
- Maintains awareness of developments in social media and digital engagement; recommends adoption of technologies and techniques applicable to the work.

The ideal candidate will have a university degree in communications, public relations, or related discipline, and a minimum 3 years of experience in a communications-related role. Knowledge of social media and other digital engagement platforms is essential, as well as the ability to prepare and edit a variety of communications materials and messages. A valid Class 5 Driver's Licence is required.

City of Delta offers a competitive salary of \$37.20 - \$43.78 per hour (commensurate with experience) and an excellent benefits package including Municipal Pension Plan. Interested applicants are requested to apply online at [www.delta.ca/employment](http://www.delta.ca/employment) to competition **25-79 EX** by **March 21, 2025**.

At the City of Delta, we are committed to recruiting and retaining a diverse workforce that is representative of our community, providing equal opportunity and fostering an inclusive workplace where our individual differences are recognized, valued and celebrated.

We thank all applicants for their interest; only those under consideration will be contacted.

Copies of relevant professional certificates, degrees, or tickets must be submitted with your application.

Preferred candidates will be required to submit a Police Information Check.