



Position Title: Park Area Visitor Services Specialist

Position Status: Full-Time Regular

Department: Regional Parks

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T23 \$2,953.65 - \$3,486.53 bi-weekly

Our Regional Parks Department is seeking a Park Area Visitor Services Specialist who will provide a variety of media, visitor information and operational communication products and support services to the Regional Parks West Area division. You will be preparing design concepts, consulting with staff, and directing contractors, in the production of visitor information and operational communications materials, and ensure consistency with design requirement with respect to corporate and departmental standards.

You are: An excellent communicator who is passionate about the outdoors and able to think creatively and problem solve, and able to efficiently organize, coordinate, track and complete multiple tasks as well as adjust to changing priorities.

This role:

- Plans, develops, produces or oversees production, and implements a variety of media, visitor information and operational communication products within an assigned park Area; consults with departmental staff and partners to discuss, establish and review their requirements for information and communications materials and media in support of Area programs, events and projects; ensures consistency and effectiveness of same with respect to corporate, department and area goals, objectives and standards.
- Prepares design concepts; researches, writes and edits text for a wide variety of operational communications products.
- Directs contractors engaged in the production of visitor information and operational communications materials, signs and displays; discusses materials, style, size and colour; completes project definition, scope and details; prepares product specifications and requests for quotations for services and supplies; consults with printers, suppliers and other contractors on price, quality and delivery; reviews pre-production proofs and signs off prior to production; ensures that products meet specifications; monitors project deadlines and budget; approves spending for materials and reconciles accounts.

- Develops work plans, prepares annual and long-range operational communication plans and participates in developing departmental plans and objectives; participates with area and departmental staff in problem solving, and coordinating projects and activities.
- Prepares grant funding proposals for senior governments and other agencies, administers such grants and completes reports, as required.
- Establishes and maintains liaison with a wide variety of partner associations, other levels of government, community groups, First Nations and individuals; participates in projects with and convenes meetings of representatives of such groups; provides advice, direction and assistance in developing and implementing operational communications.
- Performs related work as required.

To be successful, you have:

- University graduation in arts, natural or social science, communications or a related discipline, software and technical writing courses and considerable related experience OR an equivalent combination of training and experience.
- Considerable knowledge of the principles, policies, methods and objectives applicable to developing, preparing, implementing and evaluating a variety of visitor services information, media and operational communication products.
- Considerable knowledge of the principles of ecology, natural and cultural history.
- Sound knowledge of the policies, goals, objectives, programs and activities of the Regional Parks Department.
- Ability to develop, coordinate, evaluate and implement visitor services information, media and operational communication products in accordance with corporate and departmental goals, standards and guidelines.
- Ability to plan and coordinate the content, layout and production of operational communications materials and to write copy for a variety of different purposes.
- Ability to communicate effectively orally and in writing and to adapt information to the interests and understanding of the public.
- Ability to prepare contract terms of reference, direct the work of contractors and monitor compliance with specifications.
- Ability to prepare reports, grant proposals and records related to the work performed.
- Ability to participate in preparing recommendations regarding long range plans and objectives for the Regional Park System.
- Ability to establish and maintain liaison and deal effectively and tactfully with a variety of internal contacts and partner associations, community groups and agencies.
- Driver's Licence for the Province of British Columbia.

Our Vision:

Metro Vancouver embraces collaboration and innovation in providing sustainable regional services that contribute to a livable and resilient region and a healthy natural environment for current and future generations.

Metro Vancouver employees proudly serve the region and demonstrate the behaviours and attributes of six leadership competencies: Accountability, Adaptability, Building and Nurturing Relationships, Communication, Continuous Learning, and Strategic Thinking and Action.

At Metro Vancouver, we are committed to cultivating a diverse, safe, equitable, and inclusive work environment for all. We strive to attract and retain a talented, diverse workforce that is reflective of the region we serve. If an accommodation is required during the recruitment and selection process, please contact careers@metrovancover.org for support. Learn more about our commitments to diversity, equity, and inclusion [here](#).

Please follow this link <https://metrovancover.org/about-us/careers> to our Careers page where you can submit your application by April 28, 2025.