

Township of Langley

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| Job Title: | Marketing and Communications Coordinator |
| Competition Number: | 25-U066 |
| Employment Type: | Temporary Full-Time (from approximately July 7, 2025 to March 26, 2027) |
| Pay Rate: | \$40.74 - \$48.09 per hour (5 steps, 2024 rates) plus 13.5% in lieu of benefits |
| Hours of Work: | 35 hours per week; Monday to Friday, 8:30am – 4:30pm |
| Competition Opening Date: | May 6, 2025 |
| Competition Internal Closing Date: | May 14, 2025 |
| Competition External Closing Date: | May 20, 2025 |

Job Overview

The Township of Langley is currently recruiting for a temporary full-time **Marketing and Communications Coordinator** (from approximately July 7, 2025 to March 26, 2027) to join our team of professionals in the Corporate Administration Division, Communications Department. Reporting to the Manager, Communications, in this unionized position, you will be responsible for supporting special communications and marketing projects including coordinating the research, planning, development and publication of campaigns and related materials for internal clients.

Responsibilities

- Provide guidance and advice to internal clients on strategic communications and marketing actions to meet targeted goals and audiences
- Develop, plan, coordinate, and lead the implementation of communications and marketing strategies, programs, campaigns, and activities
- Develop and update content for municipal webpages and social media campaigns
- Monitor and respond to direct enquiries and conversations for traditional communications, media and digital channels
- Participate in and support the implementation of public engagement activities
- Keep current on developments in marketing, communications and digital communications best practices and legislation
- Perform other related work as required

Qualifications

- Bachelor's degree in communications, marketing, or a related discipline plus considerable related experience; or an equivalent combination of training and experience
- Considerable knowledge of communications and marketing principles, objectives practices, methods and techniques related to the work performed
- Considerable knowledge of digital, online engagement and social media practices and related available technology
- Ability to collect/research information to coordinate public relations and promotional activities
- Ability to establish and maintain effective working relationships with a variety of internal/external contacts
- Sound knowledge of strategic communications plans, objectives, and strategies development
- Ability to provide guidance to staff and clients on digital and traditional marketing and communications
- Ability to work on multiple projects simultaneously and respond to competing priorities
- Certificate in Public Participation and experience considered an asset
- Crisis and emergency management communications certification and experience considered an asset

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record (select the 5-year option if obtaining online)** that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report **will not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.