

BUILD A CITY. BUILD A FUTURE.



Communications Coordinator

*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation. City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward. **Build a City. Build a Future** at the City of Surrey*

SCOPE

The City's Communications & Engagement Division is currently seeking a Communications Coordinator to provide communications planning support and implementation for various campaigns and initiatives.

In this role, you will write, edit and create clear, concise and compelling content while working with subject matter experts as well as other staff across the division. In addition, you will help support day-to-day coordination and content creation for a variety of City services, programs, campaigns and key initiatives.

This position is a great opportunity for a junior to mid-level communications professional looking to work with a broader team of communications professionals, which includes web, social media, graphic designers, videographers and communication specialists.

RESPONSIBILITIES

In this role you will:

- Create and edit engaging content for various City platforms, including web, social media, and print materials.
- Coordinate campaign reporting on content performance and campaign metrics providing actionable recommendations to enhance strategies.
- Support the marketing coordination and production work for graphic design daily/weekly assignments for City services, programs, campaigns and key initiatives.
- Support communications planning and assist in plan execution and workback schedules
- Support copy writing/editing for marketing content including creative writing, positioning and headline messages, and tailoring copy to target audiences.
- Ensure marketing requests align with City branding, strategic directions, marketing plans, and ranked priorities.
- Support key portfolio work for City business areas as assigned.
- Work collaboratively with channel specialist and internal clients while providing exceptional customer service.
- Support media communications needs as required such as drafting media advisories or press releases.
- Support maintenance of communications calendars for corporate initiatives and key campaigns.
- Prepare metrics, analytics and monthly/quarterly reports on communications
- Support internal communications and client relations.

QUALIFICATIONS

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers



BUILD A CITY. BUILD A FUTURE.



To be successful in this role, you will have:

- Completion of Grade 12 supplemented by a diploma in Communications or a related field from a recognized post-secondary institution plus a minimum of three years related experience; or an equivalent combination of education and experience.
- A valid BC Drivers License with a safe driving record

Our ideal candidate will:

- Be a strategic thinker, always seeing the big picture while ensuring your approach and messaging is aligned with the City's overall strategic direction, policies/guidelines, and key objectives.
- 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.
- Have experience in content creation, copywriting, and editing.
- Be a great communicator and collaborator with extensive experience in communications, project management and writing.
- Ability to work in a fast-paced, dynamic environment and thrive at meeting deadlines and adapting to change.
- Ability to write in a plain language, easy to understand, engaging, audience tailored, and in a relevant and in a consistent voice and tone.
- Be a well-rounded marketer and can guide projects to stay on target with key audiences, consistent and supporting strategic marketing objectives.
- Have good judgement, be able to prioritize and organize your workload, and can work independently within a team setting.

Successful applicants must provide proof of qualifications.

EMPLOYMENT STATUS

Union - CUPE Local 402 – Term (18 months)

OTHER INFORMATION

Number of Job Openings: 1

Hourly Rate: \$35.71 (2024 Rates)

Steps	Hourly Rate
Step 1	\$35.71

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers



BUILD A CITY. BUILD A FUTURE.



Step 2 (6 Months)	\$36.72
Step 3 (18 Months)	\$37.91
Step 4 (30 Months)	\$38.98

INTEGRITY • SERVICE • TEAMWORK • INNOVATION • COMMUNITY

Help us build a world-class city. We are hiring talented innovators seeking meaningful work to drive our city - and their careers - forward.
Apply online at www.surrey.ca/careers

