



COMMUNICATIONS & ENGAGEMENT ADVISOR

West Kelowna is a thriving city that has a rural sophistication appeal and is a haven for outdoor recreation. Sun-soaked lakeshores, agricultural charm, and access to urban jobs and living have made West Kelowna the place to be. We maintain a deep connection with our agricultural roots, and we celebrate the one-of-a-kind character of our community. Build your future with a City who was proudly presented the BC Municipal Safety Association Organizational Safety Excellence Award for leadership, dedication, and diligence in creating a safer and healthier workplace. Join us and grow your career with an organization that supports work-life balance and professional development.

The City of West Kelowna is seeking a highly organized, self-motivated communications professional to assume the duties of a Communications and Engagement Advisor.

Position Summary:

The Communications and Engagement Advisor is responsible for the development and implementation of community engagement initiatives to support the City of West Kelowna's capital projects and corporate initiatives. This role is also responsible for the digital platforms of the City of West Kelowna, including the website, social media, and graphic design, develops and implements communication plans, leads public engagement, establishes and maintains community and stakeholder relationships, identifies public issues, creates content, and acts as an advisor to project managers.

Key Responsibilities:

This role is responsible for developing and implementing communications and engagement plans to support capital projects and corporate initiatives, using tools such as media releases, community events, social media, website content, presentations and advertising. This position oversees the effective use of digital platforms, including the City's website and social media channels, ensuring brand continuity across all corporate materials including supporting graphic design. The role collaborates with staff to maintain accurate web content, leads a team of departmental content providers, and manages the City's community engagement platform, OurWK.com. The position plans and manages engagement events, fosters strong relationships with internal partners, and provides strategic communication advice. Additional responsibilities include analyzing communication effectiveness, supporting emergency and crisis communications as the City's Information Officer when required, following safe work procedures, assisting with onboarding new team members, and performing other related duties as needed.

Our Ideal Candidate:

- A degree with specialization in communications, public relations, journalism or a related discipline
- Professional accreditation by IAP2, IABC or CPRS is an asset
- Five (5) years of relevant work experience, with at least four years of progressive public relations or communications experience
- Local government experience would be highly desirable
- Demonstrated computer skills in Microsoft Office and graphic design, photo and video editing software (Photoshop, InDesign, Illustrator, Premiere Pro)



- Demonstrated ability in leading strategic and proactive communications initiatives
- Demonstrated understanding of stakeholder relations and strategic communications
- Proven experience in creating effective corporate communications plans
- Proven ability to write for different audiences and digital platforms
- Advanced experience in website content management
- Excellent presentation, verbal and written communication skills
- Solid writing ability in creating corporate communications information, speeches and presentations, news releases and employee communications
- Excellent team building skills with ability to create a positive work environment
- Demonstrated project management skills
- Adaptability and flexibility including ability to manage deadline pressure, ambiguity and change
- Strong initiative, judgment, organizational skills and creative abilities
- Class 5 BC Driver's License required or equivalent

Applications are accepted online at westkelownacity.ca/jobs. We thank all applicants for their interest; however, only those selected for further consideration will be contacted. We will be contacting applicants who meet our requirements as applications are received, and this posting may close ahead of the official closing date if a successful candidate is identified.

Competition No. 25-77E | Opens November 18, 2025 | Closes December 15, 2025
Full Time – Permanent | 35 hrs/wk | Benefits | Municipal Pension Plan
Wage Range \$88,379 - \$103,975