



Position Title: Public Engagement Coordinator

Position Status: Full-Time Temporary (This position to last not later than December 31, 2026)

Department: External Relations

Employee Group: Teamsters Local 31

Location: 4515 Central Boulevard, Burnaby

Salary Range/ Wage Rate: PG T27 \$3,486.53 - \$4,119.45 bi-weekly (2024 wage rates)

Our External Relations Department is seeking a Public Engagement Coordinator who will implement strategic engagement work in support of policy development related to regional government and specifically in the areas of climate, air quality, land use, environment and governance. The position delivers engagement programs to public audiences, where 'public' encompasses a range of external interest holders not limited to member jurisdictions, First Nations, other governments, industry sectors, community interest holders, other government organizations and residents.

You are: A strategic thinker with experience coordinating engagement initiatives on large, multi-phase projects. You bring good communication, planning and facilitation skills to the table along with experience in public and stakeholder engagement. You are a team player who enjoys working on complex projects and is able to multi-task. You enjoy working on multiple diverse projects simultaneously. You are motivated to deliver quality work and pay close attention to detail. You are comfortable in expressing your perspective and also value listening and learning from your colleagues. At Metro Vancouver, we operate in a dynamic and fluid environment so the ability to adapt to changing conditions will be important.

This role:

- Provides support and works closely with senior staff to plan, design, review, coordinate and prepare engagement, communications and outreach initiatives and events from concept to final product in close collaboration with technical staff who are responsible for the development of air quality and climate change policies, programs and regulations; ensures compliance with communications and public engagement policies, standards, work plans and board priorities.
- Provides support and works closely with senior staff in delivering engagement and communication activities and events for external stakeholders and other engaged audiences.
- Prepares reports and information documents to convey the results of internal and external engagement activities; manages the collection of engagement input; tracks, reviews, interprets, analyzes and summarizes engagement

input and outcomes in preparation for communication via reports to Committee and Board; prepares and delivers presentations on same.

- Manages consultants on technical work, including preparing scopes of work, managing timelines, reviewing deliverables and communicating the outcomes; and provides on-going guidance regarding initiatives, engagement approach and methodology.
- Provides support with planning, developing and implementing communication to external stakeholders involved in strategic initiatives; and with developing strategies and implementation plans.
- Establishes and maintains effective working relationships with a variety of internal and external contacts at various levels; and liaises with related external stakeholder groups.
- Performs related work as required.

To be successful, you have:

- Bachelor's degree in public relations, communications, public administration, marketing, community planning, political science or a related field, plus considerable related experience; or an equivalent combination of training and experience.
- Considerable knowledge of the communications and public engagement principles, practices, techniques, methods and procedures applicable to the work and as it relates to government agencies and other organizations engaged during air quality and climate change policy development.
- Sound knowledge of the objectives of the Board, Metro Vancouver and its member municipalities as they relate to the work performed.
- Working knowledge of the programs, functions, activities and services of the various departments as they relate to the work performed.
- Ability to provide support with planning, designing, reviewing, coordinating and advising on public engagement and outreach initiatives and events.
- Ability to plan, develop, coordinate and evaluate communications, programs, campaigns, initiatives and events that support engagement activities.
- Ability to direct the work of consultants and staff assigned to complex projects as required.
- Ability to liaise with external stakeholder groups in the development of strategic initiatives around Metro Vancouver Board strategic priorities.
- Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts.
- Ability to communicate effectively orally and in writing, including the ability to communicate technical information to various internal and external audiences in lay terms and the ability to prepare various communications materials, reports and presentations.
- 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 December 22, 2025.