

Communications and Engagement Advisor (Exempt)

Job Requisition	JR-2025-220 Communications and Engagement Advisor (Exempt) (Open)
Job Family	Exempt
Start Date	2025-12-18
End Date	2026-01-16
Primary Posting	No
External Posting URL	https://vernon.wd10.myworkdayjobs.com/Vernon-Career_EXT/job/City-Hall-Building/Communications-and-Engagement-Advisor--Exempt-JR-2025-220
Description	Application Closing Date:

Jan 16, 2026

Note: Posting comes off at 12:00am on the closing date, with the competition closing at 11:59pm the day prior.

Salary Range:

\$90,725.44 - \$106,735.81

Reporting to the Manager, Communications and Community Engagement, the Communications and Engagement Advisor (Infrastructure) is responsible for developing, implementing and evaluating a wide range of internal and external communications strategies, advertising, and public and media relations programs. The position ensures that all communication efforts align with the City's strategic direction, brand standards and public engagement best practices. In addition, this position also provides support to the Manager, Communications and Community Engagement during planned and unplanned absences and plays a key role in emergency communications.

Duties Include:

- Develop and implement strategic communications and public engagement plans for corporate initiatives and services.
- Provides support to the Manager, Communications and Community Engagement, on emergent issues.
- Ensures all communications align with the City's visual identity and strategic communications plan.
- Develop and produce a variety of communications materials, including media releases, newsletters, marketing materials, advertisements, reports, speaking notes, presentations, and digital content.
- Support and coordinate emergency communications, ensuring timely and accurate information is shared with the public.
- Provides strategic advice and support to internal departments in the development of communication materials and engagement content for the City's website, intranet, and social media platforms.
- Conducts ongoing market research of communication best practices, to make appropriate recommendations for adjustments to communication strategies, content and processes.
- Performs other duties as required.
- Provides coverage for the duties of the Manager, Communications and Community Engagement during planned and unplanned absences and in emergency response situations.
- All persons employed by the City of Vernon will be required to assist the City in providing emergency services. Duties assigned during an emergency may differ from regular duties.

Required Education and Experience:

- Bachelor's degree in communications, public relations or a related discipline.
- Minimum of 4 years' experience in strategic communications, media relations, public

- consultation, or public relations, preferably within local government.
- Experience with digital publishing tools such as Microsoft Office, Adobe Creative Cloud, Canva and video editing platforms.
- Familiarity with content management systems and social media scheduling tools.
- Valid BC Driver's Licence, Class 5.
- An equivalent combination of education and experience may be considered.

Required Knowledge, Skills and Abilities:

- Strong understanding of communications, media relations, and issues management in a government or public sector context.
- Exceptional verbal and written communications skills with the ability to translate complex information into clear, engaging messaging.
- Strong interpersonal skills, exhibiting professionalism, confidentiality and diplomacy when interacting with internal and external customers, elected officials, senior staff, the media and members of the public.
- Ability to work independently and collaboratively in a fast-paced work environment to meet tight deadlines.
- Understanding of public engagement strategies, techniques and approaches using the International Association of Public Participation (IAP2) theory and values.

Preferred Education and Experience:

- Certification in public engagement (IAP2 Foundations in Public Participation).
- Experience leading multi-channel communications strategies for high-profile or complex projects.
- Project management certification or training is considered an asset.
- Emergency management training and experience is considered an asset.

To Apply:

Please submit your resume, quoting the appropriate competition online at [vernon.ca/careers](https://www.vernon.ca/careers) by selecting "apply" and creating a candidate profile. Internal applicants are asked to apply using their worker profile.

By making application, you are authorizing the City of Vernon to verify, through whatever means deemed appropriate, any information included in your applicant profile.

The City of Vernon wishes to thank all applicants; however, only those candidates selected for an interview will be contacted.

Worker Sub-Type	Permanent
Location	City Hall Building
Time Type	Full time
Locations	
Supervisory Organization	Communications & Grants