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# Communications Specialist – Engineering

## (Communications Coordinator II)

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DEPARTMENT:	Community Services	STATUS:	Temporary Full Time (3 years)
NO. OF POSITIONS:	1	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$44.22 to \$52.26 per hour (2024 rates) + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 92,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

Reporting to the Manager of Communications, and embedded within the Engineering & Public Works department, the City is looking for a temporary full-time, skilled and experienced communications professional, to plan and deliver communications related to engineering services, capital projects, and construction activities across the community.

With a focus on clear, proactive, and timely information sharing, this role will develop and implement communication strategies for projects such as roadwork, utilities upgrades, active transportation, facilities capital projects, and other infrastructure improvements. The Communications Specialist will play a vital role in helping residents, businesses, and interest-holders gain awareness and understanding of upcoming work, project impacts, and long-term community benefits.

**Key Responsibilities**

- Provides strategic communication planning and advice to managers and staff on a wide range of engineering related projects and initiatives, including overall awareness and planning across the Engineering & Public Works Department’s workplan.
- Leads public notification planning and supports impact mitigation strategies for projects that affect residents, businesses, and road users.
- Develops, coordinates, and, upon approval, implements communications plans and strategies, projects, and initiatives.
- Coordinates the design, production and creation of promotional and marketing materials, social media advertising, email and media messaging.
- Researches and develops a range of internal and external written materials, including notification letters, project updates, website content, FAQs, social media posts, media releases, presentations, signage, and other print and digital collateral.
- Edits and proofreads communication content developed by Engineering staff.
- Provides media and public relations support and advice to staff; liaises with media on issues and questions; arranges interviews with staff; ensures consistency of messaging and corporate branding for all City communications.
- Assists in the preparation of reports, presentations, and briefing notes to City Council, staff, and external groups.
- Monitors public feedback, tracks emerging concerns, and provides recommendations to project teams to support mitigation efforts.
- Establishes and maintains effective working relationships with a variety of internal and external interest-holders and government agencies; liaises with community organizations, as required.
- Performs related work as required.

**Qualifications and Skills**

- Degree or diploma in communications, marketing or public relations plus considerable related experience; or an equivalent combination of education and experience.
- Thorough knowledge of the principles, practices, methods, materials, and techniques of communications work relevant to municipal operations and/or construction and capital work.
- Exceptional writing and editing skills, with the ability to translate technical information into clear and accessible messaging for both print and digital mediums.
- Strong understanding of issues management, media relations, and public communication principles.
- Ability to develop, coordinate, implement and evaluate communications plans, programs, and activities.
- Ability to provide technical advice and guidance on the methods and materials used in developing communications strategies.
- Ability to develop and implement concepts and themes and to research, write, produce and disseminate a variety of promotional, informational and publicity material.
- Ability to coordinate the design, production and dissemination of print and digital informational materials including working with external photographers, graphic designers, and consultants.

- Demonstrated ability to meet tight deadlines and manage several projects at once.
- Demonstrated ability to anticipate communications needs, identify and develop appropriate tools, and determine best timing for providing effective information to various audiences.
- Ability to identify potentially contentious issues and quickly research the topic and recommend course of action, including responses.
- Ability to oversee the work of staff and consultants engaged in communication activities.
- Ability to work collaboratively and establish effective working relationships with technical teams and variety of internal and external contacts.
- Knowledge of local government processes, capital project lifecycles, and construction communication is considered an asset.

Please apply with your **cover letter and resume** in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by **January 30, 2026**.

We offer our employees great work-life balance, including competitive salaries, comprehensive health and wellness benefits and retirement plans (a percentage in lieu of benefits for auxiliary positions). We also offer a hybrid remote work schedule in accordance with our Remote Work Policy, opportunities for education and training, and engaging, rewarding work.

*To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.*

*New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.*

*We are learning and building relationships with the people whose lands we are on.*

*We thank all applicants for their interest and advise that only those selected for an interview will be contacted.*

*This position is only open to those legally entitled to work in Canada.*