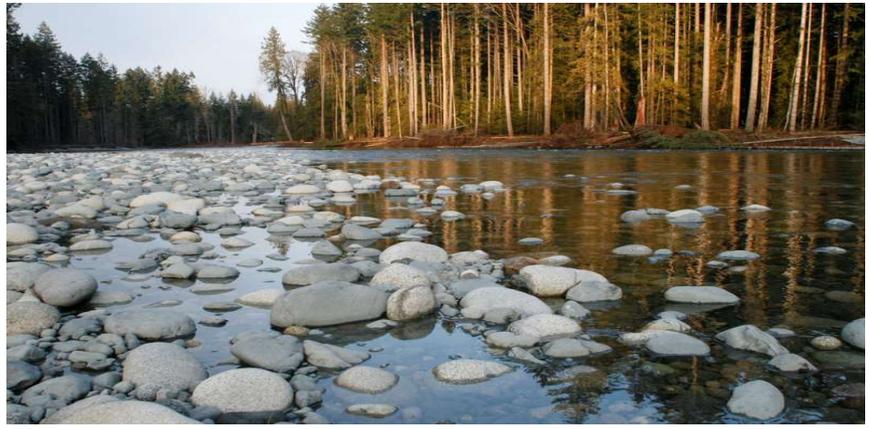




EMPLOYMENT OPPORTUNITY

Engagement Coordinator

Permanent Full-Time | External
Strategy & Intergovernmental Services
Competition No.: 2026-1031



www.rdn.bc.ca



rdncareers@rdn.bc.ca

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to rdncareers@rdn.bc.ca, clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2026-1031 in the subject line of your email to ensure proper processing.**

**Applications will be accepted until:
4:00 pm, on March 18, 2026.**

Date Posted: March 4, 2026.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a permanent full-time Engagement Coordinator with the Strategy & Intergovernmental Services department, based at the RDN Administration Building.

Working closely with internal departments, the Engagement Coordinator supports the development and implementation of the Regional District of Nanaimo's Public Engagement Plans, Engagement Policy, Workbook, and engagement tools. The role applies state of the art public engagement practices and participates in the delivery of public engagement initiatives through a collaborative, transparent, and authentic approach, while continuously identifying and implementing best practices. The Engagement Coordinator builds strong relationships across the organization, contributes to improving external engagement, and oversees web-based engagement tools, including social media, online engagement platforms, and the intranet.

QUALIFICATIONS

The successful candidate will have a degree in communications, public relations, or a related discipline, along with a minimum of five years of experience designing and implementing public engagement initiatives, preferably within a local government environment. Experience facilitating workshops, meetings, and special events is considered an asset, as is experience working with other levels of government. International Association of Public Participation (IAP2) training is an asset. An equivalent combination of education, training, and experience may be considered. A valid Class 5 BC Driver's Licence is required.

POSITION DETAILS

This is a permanent full-time exempt position working 35 hours per week, with a salary range of \$99,416 to \$114,082. This position offers a competitive benefits package, including participation in the Municipal Pension Plan and the option to participate in the RDN's flex days program, and the opportunity for a hybrid work arrangement, subject to operational requirements.

POSITION TITLE: Engagement Coordinator

REPORTS TO: Senior Manager, Strategy and Intergovernmental Services

DIRECT REPORTS: N/A

POSITION SUMMARY

Responsible for working with all internal departments to ensure the development and implementation of the Regional District of Nanaimo's Engagement Policy, Workbook and tools using a collaborative, transparent and authentic approach. Implements state of the art public engagement practices and seeks out and implements best practices in public engagement. Maintains positive relationships with departments, while working to improve external engagement throughout the organization. Responsible for overseeing the use of web-based tools including all RDN social media, online engagement platforms and the intranet.

Works as a team with the Communications Coordinator as each other's back-up when needed and acts as Information Officer for emergencies.

PRIMARY DUTIES AND RESPONSIBILITIES

- Reviews, adheres to, and directs the adherence to safe work procedures in the workplace and generally promotes a safe work environment.
- Provides proactive and strategic advice to support the elected officials, senior management, and other staff related to engagement in response to emergent issues.
- Works with individual departments to ensure alignment and consistent use of the Regional District of Nanaimo (RON) Engagement Policy and Workbook for plans, projects and initiatives.
- Participates in the delivery of public engagement initiatives as required.
- Prepares, monitors and keeps current the Regional District of Nanaimo's engagement policies.
- Works with departments to development engagement plans. Provides advice, guidance and concurrence for all engagement plans.
- Plans and delivers training opportunities related to engagement to continuously strive for improvement and capacity building.
- Liaise with other local governments, community, professional and business associations as needed to support engagement initiatives.
- Oversees the effective use and continuous growth of web-based tools including all RDN social media, online engagement platforms and the intranet.
- Supports and facilitates internal engagement, as required, with other departments and the senior management team to continuously improve the sharing of information with staff.
- Oversees the annual engagement operating budget.
- Prepares reports and recommendations to the Senior Manager, Strategy and Intergovernmental Services for consideration by the senior management team, Advisory Committees and the Board.
- Supports internal engagement planning including managing the intranet
- Leads special events such as volunteer recognition.
- Acts as the Information Officer in the event of an emergency.
- Acts as the Communications Coordinator in the absence of the Communications Coordinator.
- Performs other related duties as required

REQUIRED EDUCATION AND EXPERIENCE

- Degree in communications, public relations or related discipline.

Job Description

- Five years' experience in designing and implementing public engagement, preferably in local government setting.
- Experience facilitating workshops, meetings, special events is desired. .
- An equivalent combination of training and experience may be considered.
- Experience working with other levels of government. International Association of Public Participation (IAP2) training is an asset.
- Valid Class 5 BC Drivers License.

Knowledge and Abilities

- Excellent oral and written communication skills are essential.
- Strong problem solving and analytical abilities.
- Ability to work independently and set own priorities.
- Excellent computer skills, preferably in web-based communications and presentation programs.