

Township of Langley

Job Title:	Communications Specialist
Competition Number:	26-U045
Employment Type:	Regular Full-Time
Pay Rate:	\$40.74 - \$48.09 per hour (five steps, 2024 rates), plus benefits
Hours of Work:	35 hours per week; Monday to Friday, 8:00am – 4:00pm
Competition Opening Date:	March 26, 2026
Competition Internal Closing Date:	April 8, 2026
Competition External Closing Date:	April 12, 2026

Job Overview

The Township of Langley is currently recruiting for a regular full-time **Communications Specialist** to join our team of professionals in the RCMP Division, Police Services Department. Reporting to the Administrative Manager, Police Services, in this unionized position you will be responsible for supporting special communications, preparing annual communications strategies, and developing and implementing communications plans and materials for the Langley RCMP Detachment. The Communications Specialist monitors the Langley RCMP Newsroom and maintains social media content and this position will appeal to applicants who thrive in a team environment with clear standards, defined guidelines, and short timelines.

Responsibilities

- Develop and implement selected communications plans
- Review and update website and social media content and ensure compliance with established policies and standards
- Advise and support the Media Relations Officer on media releases, backgrounders and related communications
- Liaise with external partner agencies and attend planned events to take photos for social media, websites and internal distribution
- Create and maintain user manuals for website and social media content and provide training as required
- Assist in creating a variety of communications materials including website content, business plans, reports, correspondence, speaking notes, presentations and advertisements
- Assist in enhancing the dissemination of information among detachment personnel
- Perform related work as required

Qualifications

- Bachelor's degree in communications or a related discipline, plus considerable related experience or an equivalent combination of training and experience
- Considerable knowledge of communications and public relations principles, practices and techniques
- Considerable knowledge of the programs, purposes, and objectives of the RCMP
- Considerable knowledge of the software, social media, and engagement tools used in communications
- Ability to assist in maintaining and developing the detachment's communications plans and strategies
- Ability to write, edit and prepare a variety of communications materials
- Ability to communicate effectively and provide guidance to staff on communications matters

Enhanced reliability status is required (not required as part of the application process, however, will be required upon consideration for employment).

Required Certifications/Licenses

Candidates **must** have the following valid and **current** certifications/licenses (must be valid at the time the posting closes) and these **must** be attached with your application.

- BC Class 5 (full privilege) Driver's License. You must include with your application a current **Personal Driving Record** (select the 5-year option if obtaining online) that has been obtained within 6 months of the closing date. To obtain a copy of your **Personal Driving Record**, please contact ICBC directly or the driving authority where you reside. Please note that a copy of your Driver's License and the Driver Factor Report will **not** be accepted.

Applications without the attached required documents above will be deemed incomplete and may not be considered. Please title your attachments with the number of this competition and have these documents ready to upload when you apply.

Apply Now

Visit tol.ca/careers to apply for this exciting career opportunity in a growing community. The Township of Langley is an equal opportunity employer.

We appreciate all applications; however, only short-listed candidates will be contacted for an interview.