
Communications Coordinator

DEPARTMENT:	Community Services	STATUS:	Temporary Full Time (1 year)
NO. OF POSITIONS:	1	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$40.21 - \$47.37 per hour + comprehensive benefits

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.

The City of New Westminster's corporate communications division is looking for an energetic and experienced communications professional to join their small, dynamic team, as a temporary full-time Communications Coordinator. This role will support the Crises Response Pilot Project (CRPP) which works to address the three crises of homelessness, mental health, and substance use. Additionally, the role will provide communications support to the 2026 General Local Election.

Key Responsibilities include:

- Develop communication and promotional strategies, including digital communication campaigns
- Coordinate, create, write, edit, and publish a variety of communication and public education materials, including social media posts, website content, news releases, and other public education materials
- Provide internal communication support to inform, educate, and equip staff with project information, training info, FAQs, key messages etc.
- Regularly respond to community questions and concerns that are received through the City's various channels (e.g. social media, email, phone, etc.)
- Design and create graphics for online and print content
- Coordinate the design, production, and dissemination of promotional and public education materials, working alongside external consultants
- Perform other related duties as may be required

Requirements:

- A bachelor's degree or diploma in communications or related discipline, plus sound related experience; or an equivalent combination of education and experience
- Considerable knowledge of the principles, practices, and techniques of communication work relevant to municipal operations
- Strong digital communications skills with sound experience developing content for various social media channels
- Excellent writing skills with demonstrated experience writing media releases and a variety of other content for social media, websites, newsletters, etc.
- Ability to translate technical information into plain language
- Strong copyediting skills – you are comfortable being the final eyes on copy before it is finalized
- Strong project management skills with experience working as part of a team
- Ability to thrive in a fast-paced environment and efficient in meeting tight deadlines with a high attention to detail
- Understanding of website best practices and developing content for the web, including accessibility standards
- Graphic design skills and experience using Adobe Creative Suite, Canva, and website content management systems such as Drupal is considered an asset
- Knowledge of local government and/or election processes is considered an asset.

Please apply with your **cover letter and resume** in one document at www.newwestcity.ca/employment by **April 16, 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.