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## Communications Coordinator

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<b>DEPARTMENT:</b>	<b>Parks &amp; Recreation – Queen’s Park Arena</b>	<b>STATUS:</b>	<b>Auxiliary</b>
<b>NO. OF POSITIONS:</b>	<b>2</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>Varies*</b>	<b>SALARY:</b>	<b>\$40.21 - \$47.37 per hour + 12% in lieu of all benefits and vacation</b>

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 Parks and Recreation Department is seeking up to two energetic and experienced communications professionals to join their team as auxiliary Communications Coordinators. The successful candidates will assist with developing and sharing engaging digital content that promotes the City’s parks and recreation programs, facilities, and events.

### Key Responsibilities include:

- Coordinate, create, write, edit, and publish a variety of communication and public education materials, including social media posts, website content, newsletters, and printed materials
- Create digital graphics for review, using established Canva templates for social media, newsletters, and facility monitors
- Draft and schedule posts for the Parks and Recreation Instagram and Facebook accounts
- Assist with preparing and proofreading the department’s bi-weekly email newsletters
- 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 Parks and Recreation’s various channels (e.g. social media, email, phone, etc.)
- Support the department graphic designer on various promotional and public-facing projects as needed
- Ensure all content aligns with the City’s brand, tone, and accessibility standards
- Assist with the facilitation of department photoshoots, and the organization of digital assets
- Receive and assess marketing requests across the Parks and Recreation department
- Performs other related duties as may be assigned

### Requirements:

- A bachelor’s degree or diploma in communications or related discipline (including public relations or journalism), plus sound related experience; or an equivalent combination of education and experience
- Sound knowledge of the principles, practices and objectives of community parks and recreation
- Strong digital communications skills with sound experience managing an organization’s social media channels, including planning and writing content, monitoring inboxes and responding to comments, and creating platform-appropriate graphics
- Excellent writing skills with demonstrated experience writing variety of content for social media, websites, newsletters etc.
- Ability to translate technical information into plain language
- Impeccable copyediting skills – you are comfortable being the final eyes on copy before it is finalized
- 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
- Experience using Adobe Creative Suite, particularly Acrobat, Photoshop and InDesign, Canva, basic video editing platforms, Mailchimp, and website content management systems such as Drupal

***\*This position is an auxiliary role and hours will vary based on operational needs.***

Please apply with your **cover letter and resume** in one document at [www.newwestcity.ca/employment](http://www.newwestcity.ca/employment) by **May 21, 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 unsurrendered 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.*