

Township of Langley

Job Title:	Digital Communications Coordinator (up to 2)
Competition Number:	26-B031
Employment Type:	Auxiliary
Pay Rate:	\$37.58 - \$44.22 per hour (5 steps, 2024 rates) plus 13.5% in lieu of benefits
Hours of Work:	Hours of work will vary between Monday to Friday; 7 hours per day between the hours of 8:30am – 4:30pm
Competition Opening Date:	June 19, 2026
Competition Internal Closing Date:	July 3, 2026
Competition External Closing Date:	July 3, 2026

Job Overview

The Township of Langley is currently recruiting for up to two auxiliary **Digital Communications Coordinators** to join our team of professionals in the Corporate Administration Division, Communications Department. In this unionized position you will be responsible for supporting special digital communications projects by planning, coordinating and implementing communications, marketing tools, activities and information in support of corporate Communications.

Responsibilities

- Plan, develop, coordinate and implement digital communications campaigns and activities utilizing a variety of tools and web-based applications
- Measure, analyze and promote online presence to increase visibility/engagement and recommend related strategies to support the development of digital communications and marketing strategies
- Record and edit videos and animations, and create other digital multimedia content using in-house equipment and editing software
- Provide guidance and technical advice on digital, online and social media communications
- Develop, coordinate and implement online advertising, surveys and forms
- Monitor various media and social media channels to identify and report communications issues
- Perform related work as required

Qualifications

- Diploma in Communications, Marketing or a related discipline plus considerable experience related to digital marketing and communications, or an equivalent combination of training and experience
- Considerable knowledge of the principles, practices, methods and techniques of communications
- Sound knowledge of video recording, editing, and photography tools and processes
- Sound knowledge of web applications and digital content for social media and other platforms
- Ability to use digital communications, marketing, social media and related analytical tools, identify issues, and recommend solutions, improvements and standards
- Ability to establish and maintain effective working relationships with a variety of internal/external contacts and provide guidance and advice on issues related to web and digital communications

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.