
Community Advisory Assembly Liaison

DEPARTMENT:	Community Services	STATUS:	Regular Part Time
NO. OF POSITIONS:	1	UNION:	CUPE Local 387
HOURS OF WORK:	17.5 per week	SALARY:	\$41.93 to \$49.35 per hour + comprehensive benefits package

As a central hub in the Metro Vancouver area, the City of New Westminister delivers a broad spectrum of urban services to over 92,000 residents. New Westminister 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.

As the Community Advisory Assembly Liaison, you will coordinate the planning, delivery, communications, evaluation, and ongoing development of the City of New Westminister’s Community Advisory Assembly. The Assembly brings together a representative group of community members to learn about, important City issues, deliberate on key questions, and provide recommendations to City Council and staff.

Reporting to the Supervisor, Public Engagement, you will serve as the primary liaison between Assembly members, City staff, facilitators, and other partners. You will coordinate the Assembly’s monthly meetings and related activities, including preparing agendas and meeting notes, coordinating internal planning meetings and project timelines, and organizing presentations, background materials, and other meeting preparations. You will also support City departments in identifying, scoping, and refining topics and questions for Assembly deliberation, and will review complex information and work with City staff to prepare clear, accessible, and plain-language materials that support informed participation. You will maintain regular communication with Assembly members, respond to questions, requests, and emerging needs, and support timely and meaningful reporting back from City staff on how Assembly recommendations and input have been considered. You will also coordinate and facilitate meetings of the Community Advisory Assembly Steering Committee and support the preparation and presentation of Assembly recommendations and reports to City Council.

You will help communicate and promote the Assembly’s work to the broader community through the City’s website, social media, engagement platforms, and other communication channels. You will support recruitment for each new Assembly term, including developing recruitment materials, promoting application opportunities, and conducting outreach with community organizations and groups that may be underrepresented in City engagement processes. You will also prepare annual reports, yearbooks, and other materials that summarize and celebrate the Assembly’s activities, recommendations, and impact.

The role will support the Assembly’s annual evaluation process by collecting and analyzing feedback, summarizing findings, and identifying opportunities for improvement. You will also help explore ways to strengthen and evolve the Assembly model, including opportunities for broader community participation, increased interaction with Council, and ongoing engagement with former Assembly members.

This role offers considerable opportunity to exercise independent judgment, creativity, and initiative in coordinating the Assembly.

We are looking for an agile learner passionate about dialogue, deliberative democracy, and innovative ways governments can engage residents on complex issues.

If you have the following qualifications and attributes, we want to hear from you!

- A degree in communications, public relations, community development, or a related discipline, plus three to five years of related experience in dialogue and deliberative democracy practices, public or community engagement, or an equivalent combination of education, training, and experience.
- Considerable knowledge of municipal jurisdiction, priorities, programs, activities, and practices.
- Considerable knowledge of the regulations, rules and policies governing the work.
- Sound knowledge of municipal government communication objectives and practices.
- Sound knowledge of municipal government programs and activities.
- Sound experience in outreach, promotions, participant recruitment, social media, civic engagement platforms, and online communication tools.
- Sound experience coordinating projects, meetings, schedules, presentations, communications, and deliverables involving multiple internal and external partners.
- Proficiency in IAP2 best practices in public engagement, as well as emerging and innovative approaches and techniques. IAP2 training is an asset.
- Excellent written and verbal communication skills, including sound experience facilitating meetings and workshops.
- Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts, including colleagues from different departments, community members from diverse backgrounds and perspectives, municipal officials, consultants, and the general public.
- Ability to understand complex information and distill key message to develop plain-language communications materials for diverse community members.
- Ability to work a non-standard work week as operationally required, including evenings and weekends.
- Proficiency in languages in addition to English is an asset.
- Must be able to pass and maintain a clear Police Information Check.

Apply by sending your **cover letter and resume in one document** at www.newwestcity.ca/employment by **Sept 7, 2026**

Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

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.*