



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20240903_EA
POSITION TITLE:	ENGAGEMENT ASSISTANT
DEPARTMENT:	COMMUNICATIONS
POSITION TYPE:	REGULAR FULL-TIME UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade 9 - \$37.98/hr (2024 rate)
HOURS OF WORK:	Monday – Friday between 8am – 5pm
BENEFITS:	A comprehensive benefits package per the Terms of the Collective Agreement

The City of Colwood, on the traditional territory of the Songhees and Kosapsum Nations, is a spectacular seaside community set apart by its outstanding natural setting and exceptional quality of life for people of all ages and abilities. Preserving connections to nature and protecting our natural environment while supporting the prosperity of residents and businesses are priorities for the City. Just 25 minutes from downtown Victoria on the West Shore and home to roughly 22,000 residents, the City of Colwood is a great community and organization to be a part of.

The City of Colwood has an opportunity for a **Full-Time Regular** Engagement Assistant in the Communications Department. This is a UNION position with CUPE, Local 374. The ideal candidate has directly related Communications experience in a local government or public sector environment.

NATURE AND SCOPE OF WORK

Under the direction and supervision of the Communications Manager, this position is responsible for supporting the communications, marketing and engagement activity of the City. The Communications team works directly with Council, leadership and City staff, as well as other partners.

The role of the Communications team is diverse, with duties ranging from community engagement, social media management, desktop publishing, internal communications, event planning, and more. Technical skill and attention to detail is required to produce high-quality written and graphic work under tight timelines and with high visibility.

As a member of the City of Colwood team and workplace community, the incumbent is responsible for adhering to all workplace policies and work procedures, and for demonstrating personal leadership and commitment to ethical and respectful conduct and contributing to the physical and psychological safety of the work environment.





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POSITION REQUIREMENTS:

- Degree and/or Diploma in Communications, Public Relations, Journalism or related discipline or equivalent combination of education and experience.
- Minimum 2 years' experience in a local government environment, preferably in Communications.
- Proficiency in Microsoft Office, Adobe Creative Suite, web, social media and public engagement tools.
- IAP2 Training is considered a strong asset
- Current and valid class 5 B.C. Driver's License

A complete job description is available at www.colwood.ca/careers

Using the subject line **POSTING ID# COC20240903_EA**, please submit your resume and cover letter describing how you meet the position requirements, in confidence, to the Manager of Communications, at careers@colwood.ca.

A review of applications will begin after 4:30pm on Friday, September 13, 2024.

The City of Colwood is committed to employment equity and fostering inclusivity within our workplace.

We value diversity and are always seeking applications from individuals to enrich the diversity of our team to represent the community we serve.

