



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20251119_COMM
POSITION TITLE:	COMMUNICATIONS ADMINISTRATIVE ASSISTANT
DEPARTMENT:	COMMUNICATIONS, COMMUNITY RELATIONS, & ECONOMIC DEVELOPMENT
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, 35 hours per week
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 exciting opportunity for a **Full-Time Regular COMMUNICATIONS ADMINISTRATIVE ASSISTANT** in our Communications, Community Relations & Economic Development department. This is a UNION position with CUPE, Local 374. Our ideal candidate is a reliable and intuitive team player, service-oriented, with demonstrated well-developed broad administrative support skills paired with strong organizational, communication, and relevant technical skills.

NATURE AND SCOPE OF WORK

Under the direction of, and with primary responsibility to, the Manager of Communications, Community Relations & Economic Development, you will be responsible for administrative and general technical support for the Communications, Community Relations & Economic Development Department and its team members. In this role you will perform a variety of administrative support duties related to communications, marketing, and engagement activities of the City. The role of the Communications, Community Relations, and Economic Development team is diverse, with duties ranging from community engagement, desktop publishing, internal communications, website maintenance, event planning, and more. Working within a service-oriented team environment, at times you may be assigned to provide administrative support and/or service coverage to other City departmental teams.

This position requires a high level of interpersonal skills, judgement, tact, and accuracy in public communications and the dissemination of information while independently managing competing tasks.





CITY OF COLWOOD JOB POSTING

As a member of the City of Colwood team and workplace community, you will be 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.

A complete job description is available at [Employment & Volunteering | City of Colwood](#)

MINIMUM TRAINING AND EXPERIENCE REQUIRED*

- Completion of Grade 12 or recognized equivalent.
- Minimum of 2 years' experience providing administrative support within municipal government, the field of Community Engagement, and/or a combination of the two.
- Training and/or experience in the use of recognized office computer software and/or experience in the use of business process automation software (e.g. Tempest, SharePoint, Microsoft Office, Adobe Creative Suites).
- Post-secondary training in Public Administration, or a related field is an asset.
- Experience as a recording secretary to committees, council, boards, or commissions is an asset.

**An equivalent combination of training and experience may be considered.*

REQUIRED LICENCES, CERTIFICATIONS AND REGISTRATIONS

- A valid Class 5 BC Driver's License is an asset.

Using the subject line **POSTING ID# COC20251119_COMM**, please submit your resume & cover letter describing how you meet the position requirements, in confidence, to the Manager of Communications, Community Relations & Economic Development at careers@colwood.ca.

This posting closes at 4:30pm on Monday, December 1, 2025.

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.

