



CITY OF COLWOOD JOB POSTING

POSTING ID #:	COC20200928
POSITION TITLE:	ENGAGEMENT ASSISTANT (<i>under review</i>)
DEPARTMENT:	COMMUNICATIONS
POSITION TYPE:	FULL TIME REGULAR, UNION POSITION
POSTING TYPE:	INTERNAL/EXTERNAL
SALARY:	Pay Grade #9 \$33.41/hr (2020 rate) (<i>under review</i>)
HOURS OF WORK:	35 hours per week, Monday – Friday (some evening and weekends for events)
BENEFITS:	A comprehensive benefits plan as per the terms of the Collective Agreement.

The City of Colwood has an opportunity for an ENGAGEMENT ASSISTANT. This is a UNION position with CUPE, local 374.

NATURE AND SCOPE OF WORK

Reporting to the Corporate 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 media and other partners.

The role of the communications team is diverse, with duties ranging from strategic communications planning and advice to community engagement, internal communications, media relations, marketing, event planning, volunteer coordination 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.

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

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.
- Able to coordinate time between various locations in a timely manner.
- IAP2 Training is considered a strong asset
- Current and valid class 5 B.C. Driver's License
- Satisfactory Criminal Record Check may be required

Using the subject line **POSTING ID# COC20200928**, please submit your resume and cover letter, in confidence, to **Sandra Russell, Communication Manager**, at careers@colwood.ca.

Applications will be accepted until 4:30pm on Thursday, October 8, 2020.