

DEPARTMENT:	Office of the CAO	STATUS:	Full-time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	35 hours per week	SALARY:	\$61,361 – \$72,245 (2019 rates) annually plus benefits

Is public engagement something you are passionate about? Do you thrive on collaboration, building strong relationships with a wide variety of stakeholders, and working to reach voices that don't usually participate?

As a Public Engagement & Communications Coordinator you will play a critical role in supporting the City's public engagement initiatives to maximize diverse community participation and foster transparency. Reporting to the Manager, Public Engagement, your key responsibilities include:

- supporting City departments with planning, implementation, logistics and reporting back for a wide variety of public engagement initiatives across the City
- developing communications materials to support engagement activities, including outreach, education and participant recruitment
- supporting the Communications team with strategic communications activities as needed
- supporting the increased equity and inclusion of the City's engagement activities by building ongoing relationships with community stakeholders and conducting outreach to include broader, more diverse voices from across the community
- supporting the management and oversight of the Be Heard New West online engagement platform
- supporting public engagement best-practice development and staff capacity-building

If you are passionate about engagement, we want to meet you!

- You have a bachelor's degree communications or public relations, or related discipline, plus sound related experience in public/community engagement tactics, principles, and strategies, or an equivalent combination of education, training, and experience acceptable to the employer may be considered.
- You are proficient in IAP2 best practices in public engagement, as well as emerging and innovative approaches and techniques.
- You are knowledgeable of municipal programs, activities, communications objectives, and practices.
- You are an expert in outreach and promotions, and usage of social media and civic engagement platforms.
- You have proven written and verbal communication skills, including facilitating meetings and workshops.
- You have a talent for establishing and maintaining effective working relationships with a wide variety of internal and external contacts, including community members from diverse backgrounds and perspectives, business persons, municipal officials, other levels of government, and the general public.
- You are adept in understanding complex information and developing plain-language communications materials to support engagement activities.
- You are skilled in analyzing public engagement input and identifying themes and potential recommendations.
- You are skilled in website updates and digital tools.
- You have strong conceptual, analytical, and problem-solving skills.
- You have demonstrated strategic thinking ability in order to identify key issues and generate solutions.
- You have the ability to work a non-standard work week as operationally required.
- It would be an asset if you are proficient in one of the following languages: Mandarin, Punjabi, Tagalog.

Apply by sending your **cover letter and resume in one document** quoting the competition number, **by March 31, 2021** to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to hr@newwestcity.ca using the following format in the subject line: **LAST NAME First Name #21-43**

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.

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.