

<b>DEPARTMENT:</b>	<b>Office of the CAO</b>	<b>STATUS:</b>	<b>Auxiliary</b>
<b>NO. OF POSITIONS:</b>	<b>One</b>	<b>UNION:</b>	<b>CUPE, Local 387</b>
<b>HOURS OF WORK:</b>	<b>Approx. 20-25 hours per week</b>	<b>SALARY:</b>	<b>\$33.54 - \$39.50 per hour + 12% in lieu of benefits (2021 rates)</b>

The City of New Westminster's corporate communications division is seeking an energetic and experienced communications professional to work on a variety of City projects and initiatives. In this position, you will help oversee and project manage communication tasks for large interdepartmental projects.

### Key Responsibilities:

- Develop and implement communication plans for assigned projects
- Coordinate the design, production and distribution of print and digital communication materials
- Write, edit and publish a variety of communication content for print and digital platforms
- Create, coordinate and execute social media campaigns
- Update and maintain content on website and intranet
- Liaise with external contractors
- Coordinate team project meetings
- Monitor assigned communication budget to ensure projects remain in scope
- Work collaboratively with staff and ensure key project milestones are met

### Requirements:

- Post-secondary education in communications or a related field, plus sound related experience in corporate communications or an equivalent combination of training and experience
- Strong project management skills
- Exceptional organization and time management skills and the ability to meet deadlines, multitask and prioritize under pressure
- Strong verbal and written communication skills are required, including exceptional copyediting skills, as well as creativity, accuracy and attention to detail
- Experience using various social media platforms
- Experience with website content management and knowledge of website best practices, and basic graphic design skills
- Ability to translate technical information into plain language
- Thorough knowledge of the principles, practices and techniques of communication work relevant to municipal operations
- Graphic design skills and experience
- Experience using Adobe Creative Suite, particularly Acrobat, Photoshop and InDesign

Apply by sending your **cover letter and resume in one document** quoting the competition number, by May 3, 2022 to the Human Resources Department, City of New Westminster, 511 Royal Avenue, New Westminster, BC, V3L 1H9, e-mail to [hr@newwestcity.ca](mailto:hr@newwestcity.ca) using the following format in the subject line: **LAST NAME First Name #22-83**

*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.*