

NOW HIRING



CITY OF
PORT ALBERNI

COMMUNITY SAFETY COORDINATOR

The City of Port Alberni is a community of over 19,000 people. Located centrally on Vancouver Island, we are a well-serviced and growing municipality that offers residents affordable west coast living, as well as proximity to oceans, lakes, rivers and mountains.

The City of Port Alberni is currently looking for a **COMMUNITY SAFETY COORDINATOR** to join a progressive and dynamic organization that provides a full range of programs and services to taxpayers. Reporting to the Manager of Community Safety and Social Development, this position is responsible for the development, implementation, management, oversight, and promotion of a broad range of community safety initiatives.

Responsibilities:

- Researching, developing, facilitating, coordinating and implementing a range of community safety programs and initiatives.
- Providing leadership and supervision to volunteers engaged in community safety activities.
- Supporting the leadership of the bylaw services team.
- Liaising with City staff, RCMP, community partners and government agencies to promote and encourage participation in community safety programs and activities
- Creating and coordinating marketing strategies and public relations campaigns related to community safety programs.
- Responding to public inquiries on current and emerging crime prevention and community safety related topics and engaging with community groups and members of the public to educate and advise on matters of community safety.
- Researching and identifying community needs.

Qualifications & Experience:

- Completion of a degree in criminology, public administration, or a related field.
- A minimum of 3 years' experience in community safety or related work.
- An equivalent combination of education and experience may be considered.
- Extensive knowledge of community safety and crime prevention philosophies and methodologies.
- Previous experience in the management and supervision of volunteers would be considered an asset.
- Exceptional verbal and written communication skills.
- Ability to establish and maintain effective working relationships and work in a collaborative manner.
- Possession of a valid Class 5 BC Driver's License.
- Ability to successfully complete a Police Information Check.

This is an exempt position, with a salary range of \$78,178 – \$89,706, a comprehensive benefit package and a flex day work schedule. Qualified candidates may apply by forwarding a resume and cover letter by 4:30pm on April 17, 2026:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

www.portalberni.ca

