

NOW HIRING



CITY OF
PORT ALBERNI

MANAGER OF COMMUNICATIONS

The City of Port Alberni is a community of over 19,000 people. Located centrally on Vancouver Island, we are a well-served 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 **Manager of Communications** to join a progressive and dynamic organization that provides a full range of programs and services to taxpayers. This position reports to the Director of Corporate Services.

Responsibilities:

This position is responsible for the development, management and coordination of the City's internal and external communications programs. Specific responsibilities include:

- Developing, coordinating and implementing the City's public information programs, including print and non-print materials
- Working with staff to create and promote a positive City presence in the community and across Vancouver Island
- Working collaboratively with all departments to develop and execute communications strategies
- Overseeing and directing the work of communications staff
- Developing and maintaining an engaging social media presence as well as managing content for the City's social media platforms
- Producing written communications including media releases, promotional materials, speeches, letters, etc.
- Monitoring and analyzing communications metrics to assess the effectiveness of initiatives and inform future strategies
- Advising City leadership on communication best practices and emerging media trends

Qualifications & Experience:

- A diploma or degree in communications, public relations, journalism or other related discipline
- Related experience in a communications role, preferably with a municipal government, with specific experience in strategic corporate communications and media relations
- Extensive knowledge of communication principles and public participation practices as they relate to strategic corporate communications, issues management, public engagement and media relations
- Demonstrated ability in leading strategic and proactive communications and engagement initiatives
- Demonstrated ability in creating reports, corporate communications information, and presentations
- Demonstrated ability in graphic design using the Adobe Creative Suite
- Ability to work in a fast-paced environment requiring collaboration, commitment and creativity, as well as the ability to prioritize and meet strict deadlines
- Demonstrated superior oral and written communication skills and the ability to tailor messages for various audiences
- Ability to establish and maintain effective relationships with all City departments, government officials, municipal and community partners, members of the public, the media, the business community and special interest groups
- An acceptable equivalent combination of education and experience may be considered

This is an exempt position, with a salary range of \$95,860 – \$110,000, a comprehensive benefit package and a flex day work schedule. The primary work location for this position is Port Alberni, however a hybrid work schedule may be considered.

Qualified candidates may apply by forwarding a resume and cover letter by December 19th:

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

