



JOB POSTING

Communications Coordinator

REGIONAL DISTRICT OF CENTRAL KOOTENAY

The Regional District of Central Kootenay (RDCK) is currently accepting applications for the new and exciting position of Communications Coordinator. This family friendly region of BC offers a warm welcome to all. Our region has activities to enjoy year round and we're proud to be known as a world class ski, mountain bike, and hiking destination. Covering more than 23,000 km², the RDCK delivers over 160 services to 60,000 residents and offers breathtaking mountains, pristine lakes and a welcoming community to all.

Reporting to the Manager of Corporate Administration, the Communications Coordinator creates and implements the Regional District engagement strategy for the public, stakeholders, and Regional District staff. They work with staff to create positive media presence, well-crafted public messaging, and a respected high profile brand, recognized throughout the district. Working collaboratively with other departments, the Communications Coordinator develops communications strategies that fully deploy the resources of the Regional District. They act as a Regional District spokesperson, coordinate media appearances for others where appropriate, review and approve print and online graphics and communications, and work with staff to develop an engaging social media presence.

This is a full-time, temporary, and benefitted, position with a 24 month term of employment. There is the potential for part-time or full-time extensions to this term. While normally based out of Nelson, this position will work across the Region and the successful candidate may choose to live in any one of the major centers of the RDCK.

REQUIRED EDUCATION AND EXPERIENCE:

- A degree in public relations, communications or a related field, with 5 years of directly related experience. An equivalent combination of education and experience may be considered.
- Experience working with the media and issues management.
- Experience developing and implementing communication and engagement strategies.
- Project management and experience in the public sector would be considered assets.
- Experience providing communication support in an Emergency Operations Center, or during a significant emergency, would be considered an asset.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Understands how to work effectively through media to advance strategic issues.
- Thinks strategically to anticipate and identify potential issues.
- Demonstrated ability to operationalize strategy.
- Delivers results through effective engagement with diverse groups of internal and external stakeholders.
- Highly collaborative.
- Excellent communicator, with exceptional written and oral communication skills.
- Exceptional interpersonal and customer service skills.
- Demonstrated ability to influence and work effectively in a team environment.
- Works competently and effectively while under pressure to meet deadlines.

This posting, along with a detailed job description, can be found on our website at www.rdck.ca under Administration, Jobs & Employment Opportunities. Applications in the form of a resume and cover letter detailing qualifications and experience relative to the position will be accepted until **11:59pm Sunday August 20, 2017**.

Human Resources, Regional District of Central Kootenay

Box 590, 202 Lakeside Drive, Nelson, BC V1L 5R4

E-mail: humanresources@rdck.bc.ca Phone: (250) 352-8193

Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted again.