



Metro Vancouver – Join us in our commitment to provide services and solutions to one of the world's most livable regions. We deliver service excellence in the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing, and community engagement to over 2.4 million residents. We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region's livability. We offer competitive salaries; excellent benefit packages; a municipal pension plan; employee wellness programs; and varied opportunities for professional growth and development. *Our Water Services Department is currently seeking a:*

Communications Officer

(Full-Time Regular)

DUTIES:

Meets with and provides assistance, program and other information to various community groups, associations, agencies, organizations, private consultants and the public and assists in the provision of effective liaison and mutual communication between such groups and individuals and Metro Vancouver, Metro Vancouver Board committees, and staff.

Ensures for dissemination of public programs, events and promotions of various Metro Vancouver departments with emphasis upon specific departments as assigned by a superior.

Develops and distributes educational and program promotional materials for elementary and secondary schools, such as packages of materials which provide information on regional services.

Reviews, refines and executes methods and procedures to ensure effective promotion of various meetings, displays and events; schedules such events at department sites, publicizes same and arranges entertainment as required.

Liaises with internal and external consultants and Program Managers, assists same in developing promotional programs and prepares and makes presentations on various Metro Vancouver activities.

Liaises between Metro Vancouver construction project teams, the public and member municipalities regarding construction projects; serves as primary responder for project enquiries and as public involvement resource to engineering staff in interpreting potential public impact; provides background information to staff on communities affected by construction; participates with staff in seeking resolutions to the more difficult issues.

Attends committee meetings, prepares reports, answers enquiries, monitors, analyzes and summarizes press releases and provides information to the media and public as required.

Updates information related to various projects and programs, inputs computer data and utilizes audio visual equipment and presentation techniques.

Performs related work as required.

REQUIREMENTS:

Completion of Grade 12 preferably supplemented by university graduation in a field related to the work such as social sciences or completion of courses in communications media and public relations, plus sound related experience; or an equivalent combination of training and experience.

Considerable knowledge of the functions, programs, activities, objectives and procedures of assigned Metro Vancouver departments.

Considerable knowledge of the principles and practices of gathering, analyzing and disseminating program and activity information.

Sound knowledge of the methods and procedures of planning, organizing and executing displays and promotional events.

Some knowledge of purposes and roles of related public organizations.

Ability to organize meetings, events, and displays and to ensure for the development and maintenance of communications between Metro Vancouver officials and departments and related external contacts.

Ability to communicate effectively both orally and in writing and to establish and maintain effective working relationships with a variety of internal and external contacts.

Ability to gather, research, analyze, edit, assemble and disseminate a variety of program information related to various Metro Vancouver departments.

Ability to train subordinate staff and to direct and oversee the work of same on various promotional projects.

Ability to exercise independent judgement and action with a minimum of direction and to schedule and process a variety of work assignments.

Driver's License for the Province of British Columbia.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by October 19, 2017.

While we greatly appreciate all the replies we receive, regretfully only those selected for an interview will be contacted.