



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 External Relations Department is currently seeking a:*

External Outreach Coordinator
(Full-Time Temporary)
(This position to last not later than December 21, 2018)

DUTIES:

Coordinates and advises on Metro Vancouver stakeholder outreach initiatives from concept to final product; carrying out research relevant to the work of the National Zero Waste Council and the Regional Prosperity Initiative, ensures compliance with communications policies and standards, annual work plans and board priorities, and recommends final approval by a superior; identifies projects which can be implemented inter-departmentally or regionally and contacts appropriate personnel; provides on-going communications to departments and external stakeholders regarding initiatives.

Serves as primary staff support for the administration of an assigned committee or task force pertaining to the work; assists a superior in the implementation of work plans and business models; responds to and carries out committee directives; administers programs and strategic initiatives; compiles and presents reports and staff analysis; makes presentations to external stakeholders and various organizations.

Plans, develops and implements communication to external stakeholders involved in strategic initiatives; develops strategies and implementation plans; develops policy statements, papers and committee reports.

Serves as project leader for major public events such as international forums, trade shows, symposia and public consultations; develops event concepts; collaborates with and advises key stakeholders in defining themes, securing speakers and materials, and facilitating and overseeing events.

Serves as liaison with external stakeholder groups in the development of strategies related to strategic initiatives around Metro Vancouver Board strategic priorities.

Develops a variety of editorial projects for internal and external audiences; conceptualizes and prepares content for dissemination through websites and social media.

Performs related work as required.

REQUIREMENTS:

Bachelor’s degree in communications, public relations, marketing or a related field, plus considerable related experience, or an equivalent combination of training and experience.

Thorough knowledge of the communications principles, practices, techniques, methods and procedures applicable to the work.

Thorough knowledge of Metro Vancouver objectives, philosophies and policies related to the work.

Considerable knowledge of the programs, functions, activities and services of the various departments as they relate to the work performed.

Ability to review, coordinate and advise on public outreach initiatives.

Ability to provide staff support to an assigned committee or task force and administer a program or implementation plan pertaining to the work.

Ability to provide leadership and advice, develop concepts, and oversee major public events.

Ability to liaise with external stakeholder groups in the development of strategic initiatives around Metro Vancouver Board strategic priorities.

Ability to develop various editorial projects and conceptualize and prepare content for websites and social media.

Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts.

Ability to communicate effectively orally and in writing, and to prepare various communications materials, reports and presentations.

Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by November 29, 2017.

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