

Communications and Engagement Specialist

Part-Time Term Role (minimum 30 hours per week)

The Comox Valley is an attractive geographic location, rich in rural agriculture, vibrant urban development, meandering coastline and dramatic mountains. There are spectacular outdoor activities available throughout the region, offering unlimited possibilities to current and prospective residents.

At the Comox Valley Regional District (CVRD) we work collaboratively, continually look toward the future and strive to be the change we wish to see in our communities. Our values coupled with a commitment to leadership excellence and a resolute focus on serving the residents of the Comox Valley, help to create an organizational culture that's second to none. What we do goes beyond work, offering our employees the support to achieve and maintain a healthy balance between work and lifestyle. Working with the CVRD is a plus for everyone.

We are seeking a part-time term (minimum 30 hours per week, additional hours may be required) **Communications and Engagement Specialist** to join our Project Team as communications lead for the Comox Valley Sewer Conveyance Project. This is a 18 month term role, ending in late 2025. The Comox Valley Sewer Conveyance Project is an \$96 million multi-year construction project that will replace the pipes and upgrade the pump stations that move more than 14,000 cubic metres of raw sewage each day to the sewage treatment plant on Curtis Road. This new system will address an urgent environmental risk by routing sewer pipes further inland where they will no longer be vulnerable to damage by waves, rocks and logs. Construction will begin in spring 2024 and will be completed in late 2025.

Reporting to the Senior Manager of Capital Project Delivery, this position leads engagement with the residents of the Comox Valley and other stakeholders regarding the construction impacts of the Comox Valley Sewer Conveyance Project using a variety of communication channels. Traffic impacts to Comox Valley residents will be significant given the route extends from Comox (Dyke) Road, through K'ómoks First Nation and the Town of Comox and ends at the sewer treatment plant on Brent Road. This position is a key member of a multi-department project team and will play a critical role in keeping the community informed about construction impacts, including scheduled traffic disruptions so that homeowners, business owners and commuters are aware of the nature and timing of these disruptions and can plan accordingly.

The primary responsibilities of the role are to:

- Collaborate with stakeholders impacts and ensure open, consistent dialogue across jurisdictions.
- Execute, and modify where necessary, the existing communications and engagement plan for the project.
- Ensure corporate branding and messaging is clear and consistent, and initiatives align with core services, strategic plan drivers and strategic priorities to support and preserve a centralized presence and voice for the organization.
- Serve as a liaison for media requests, coordinates media responses and is spokesperson as appropriate; as well as develops issues briefings, key messages, news releases and reports for senior staff and directors.
- Oversee content on the CVRD and EngageComoxValley websites. Monitors and update information; monitor analytics and propose improvements where weaknesses are identified

Develop a wide variety of communications materials including news releases, videos, backgrounders, reports, newsletters, brochures, displays and signage.

- Liaise with related stakeholders and contractors to provide effective and timely coordination of information to the public.
- Ensure quality control for the project, including compliance to graphic standards, in the delivery and presentation of initiatives, promotional materials, web and print content.
- Provide expertise, direction and guidance to staff within the project team.

Our ideal candidate is:

- Self-directed, motivated and creative with a strong work ethic in achieving personal and organizational goals.
- Adept at disseminating information with accuracy, consistency, and thoroughness.
- A strong communicator with exceptional writing, facilitation and interpersonal skills.
- Experienced and confident in meeting one-on-one and resolving conflict with members of the public and has strong conflict resolution skills
- Able to effectively manage multiple demands and meet tight deadlines.
- Able to adapt to change, identify and develop the best tools and best timing for providing effective information to various stakeholders.
- Skilled in public engagement and communications, with experience in developing and implementing communications programs and engagement initiatives for a diverse organization, preferably in local government.
- Educated with a high school diploma and an additional program in communications, engagement, or another relevant discipline of over two years.

This is a CUPE position with a wage rate of \$41.10 per hour.

To review the complete job description and to apply go to www.comoxvalleyrd.ca/jobs.

The closing date for this position is April 11, 2024 at 3:00 pm. Applications for available positions with the CVRD must be received prior to the indicated closing date and time. We appreciate all applications; however, only short-listed candidates will be contacted.

The CVRD respectfully acknowledges the land on which it operates is on the unceded traditional territory of the K'ómoks First Nation, the traditional keepers of this land.

The Comox Valley Regional District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all individuals.