

DEPARTMENT:	Three crisis pilot project	STATUS:	Temporary Part-Time
NO. OF POSITIONS:	One	UNION:	CUPE, Local 387
HOURS OF WORK:	17.5 hours per week	SALARY:	\$37.54 - \$44.22 per hour plus benefits

The City of New Westminster is looking for an energetic and experienced communications professional to support an innovative pilot project to address the three crises of homelessness, mental health and substance use. Working within the organization's corporate communications division, the successful candidate will form an important part of the project support team, developing written and digital assets for communicating regular updates and critical project developments to partners, funders and the community.

Key Responsibilities:

- Develop comprehensive communication strategies and plans
- Provide general ongoing communication support to project team (e.g., draft and review copy; media relations, develop information materials, etc.)
- Provide internal communication support to inform, educate, and equip staff with project information, training info, FAQs, key messages etc.
- Assist with extreme weather response communication
- Communicate shelter and supportive housing options; health and support services
- Share project updates and celebrate successes both internally and externally
- Regularly respond to community questions, concerns, etc. that are received through the City's various channels (e.g., social media, email, phone etc.)
- Develop, plan and coordinate digital communication campaigns and messages through social media and other digital platforms
- Coordinate, create, write, edit and publish a variety of communication and public education materials including social media posts, website content, news releases, and other promotional items
- Design and create graphics for online and print content
- Coordinate the design, production, and dissemination of promotional and public education materials

Requirements:

- A bachelor's degree in communications, public relations, journalism or related discipline
- At least 3-5 years working experience in corporate communications
- Excellent writing skills with demonstrated experience writing media releases and a variety of other content including social, web, newsletters
- Strong copyediting skills – you are comfortable being the final eyes on copy before it is finalized
- Strong digital communications skills with experience developing content for various social media channels, including creating appropriate graphics
- Project management skills with experience working as part of a team
- Ability to thrive in a fast-paced environment and efficient in meeting tight deadlines with a high attention to detail
- Thorough knowledge of the principles, practices, and techniques of communication work relevant to municipal operations

Assets:

- Basic graphic design skills using platforms such as Canva, Adobe Creative Suite etc.
- Knowledge of the municipal environment and experience working with all levels of an organization

Apply online with your resume and cover letter in one document at www.newwestcity.ca/employment by April 19, 2024.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest.

New Westminster is on the unceded and unsundered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land. We are learning and building relationships with the people whose lands we are on.

We thank all applicants for their interest and advise that only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.