

COMMUNICATIONS COORDINATOR

Regular Full-Time

Communications / Administrative Services

Enhance Public Awareness and Understanding of City Operations and Initiatives

About our community:

Boasting a high quality of life and standard of living, Prince George has all the amenities of a large city mixed with the friendliness and appeal of a smaller community. It is a regional centre for close to 326,000 people for shopping, education, health care, the arts, and sports. Prince George's central location in the province offers work/life balance with unparalleled access to four-season outdoor recreation activities that are complemented by a full range of urban amenities and a comprehensive transportation infrastructure that connects residents, businesses, resources, and agricultural products to markets around the world. And it is only a short drive to almost anywhere in Prince George – spend less time commuting and more time doing what matters most to you! Discover all these opportunities and more!

About our organization:

The City of Prince George is committed to ensuring a positive, well-balanced work environment for its employees. With opportunities for employee training, wellness programs and professional development the City of Prince George offers a safe and supportive workplace in which to serve our community.

About the opportunity:

As the Communicators Coordinator, you will be responsible for creating and implementing internal and external communications for the City. This includes managing our website, intranet, social media channels, advertising, and newsletters. You will collaborate with staff from all City departments and divisions to develop strategies and create messages and materials that are coordinated, consistent, and aligned with the City's strategic plan.

About your background:

Your qualifications should include a bachelor's degree in a relevant field of study from a publicly accredited, post-secondary institution recognized in the BC Transfer Guide. Courses in graphic design are considered an asset. You should have at least five years of experience in a communications role, with extensive familiarity in managing corporate social media accounts, preferably within government or the public sector. Additionally, your experience should include strategic planning and the execution of marketing activities, as well as gathering imagery and graphics. Diverse writing experience, including articles and social media posts, is also important. Experience in event planning is considered a valuable asset. **A valid Class 5 BC driver's license or an equivalent from another province is required.**

Why You Will Love Working for our Communications team at the City of Prince George:

- Use your advanced computer skills and creative graphic design ability to enhance City communication platforms.
- Contribute to community pride and the recognition of Prince George as an ideal place to live, work, and invest.
- Enjoy a competitive wage of \$42.79 - \$43.84 per hour plus a comprehensive benefits and pension package.

If you are interested in joining our team, please apply by June 27, 2025 to:

<http://princegeorgejobs.prevueaps.ca/jobs/>

Want to know more about this exciting career?

Please refer to the job description on our website for more details!

Want to know more about living and working in Prince George?

Please visit: [Move Up Prince George / City of Prince George](#)

The City of Prince George thanks all those who apply, however only those selected for an interview will be contacted.