



Communications Coordinator I

Legislative Services

(Regular, Full-Time)

Located in the south-central region of B.C., the Regional District of Okanagan-Similkameen covers an area over 10,400 km² and is renowned for its orchards, vineyards and golf courses, as well as its widely varied landscape including deserts, mountains and valleys, and pristine lakes. Outdoor recreational opportunities are endless throughout the Regional District and residents enjoy a wide array of activities all year long.

The Regional District of Okanagan-Similkameen is currently recruiting for a regular, full-time Communications Coordinator I to join the Legislative Services team.

The Communications Coordinator I position is responsible for assisting with the planning and coordinating of communications and public relations programs and services for the Regional District of Okanagan-Similkameen, with a focus on assisting all departments with consistent communication/public engagement approaches.

QUALIFICATIONS:

- Two (2) year diploma in public relations, journalism, or a related field.
- Certificate of Completion from IAP2 in Foundations in Public Participation or the ability to obtain one.
- A minimum two (2) years of experience in a communications/public engagement position in a government setting.
- Knowledge of project management principals.
- Strong organizational and planning skills.
- Ability to establish and maintain effective working relationships with a variety of internal and external stakeholders.
- Ability to work on a number of concurrent tasks with deadline pressures.
- Ability to exercise discretion, tact, diplomacy and sound judgement.
- Ability to work independently and efficiently with limited supervision.
- Knowledge of legislation and regulations such as the *Local Government Act*, rules, regulations and bylaws applicable to a regional district environment would be considered an asset.
- Exhibits excellent organizational, written and verbal communication skills.
- Ability to plan, implement and evaluate programs and projects.
- Demonstrated computer skills in Microsoft Office Suite (Outlook, Word, and Excel).
- Ability to work flexible hours, including evenings and weekends.
- Ability to pass and maintain a criminal record check.
- Valid BC Driver's Licence

This regular, full-time position is included in the BCGEU bargaining unit. The hourly wage for the position is \$35.26, Paygrade 6, plus an attractive fringe benefits package.

Qualified individuals are invited to submit applications in PDF format quoting **Competition No. 22-40E** by **4:00 pm, Sunday, September 25, 2022** to:

Human Resources Department
Email: hr@rdos.bc.ca