

# NOW HIRING



CITY OF  
PORT ALBERNI

## MANAGER OF COMMUNICATIONS

*The City of Port Alberni is a community of over 18,000 people. Located centrally on Vancouver Island, we are a well-serviced and growing municipality that offers residents affordable west coast living, as well as proximity to oceans, lakes, rivers and mountains.*

The City of Port Alberni is currently looking for a **Manager of Communications** to join a progressive and dynamic organization that provides a full range of programs and services to taxpayers. This position reports to the Director of Corporate Services.

### Responsibilities:

This position is responsible for the development, management and coordination of the City's internal and external communications programs. Specific responsibilities include:

- Developing, coordinating and designing the City's public information programs, including print and non-print materials
- Working with staff to create and promote a positive City presence in the community and across Vancouver Island
- Working collaboratively with all departments to develop and execute communications strategies
- Developing and maintaining an engaging social media presence as well as managing content for the City's social media platforms
- Producing written communications including media releases, promotional materials, speeches, letters, etc.

### Qualifications & Experience:

- A diploma or degree in communications, public relations, journalism or other related discipline
- Related experience in a communications role, preferably with a municipal government, with specific experience in strategic corporate communications and media relations
- Extensive knowledge of communication principles and public participation practices as they relate to strategic corporate communications, issues management, public engagement and media relations
- Demonstrated ability in leading strategic and proactive communications and engagement initiatives
- Demonstrated ability in creating reports, corporate communications information, and presentations
- Demonstrated ability in graphic design using the Adobe Creative Suite
- Ability to work in a fast-paced environment requiring collaboration, commitment and creativity, as well as the ability to prioritize and meet strict deadlines
- Demonstrated superior oral and written communication skills and the ability to write for different audiences
- Ability to establish and maintain effective relationships with all City departments, government officials, municipal and community partners, members of the public, the media, the business community and special interest groups
- An acceptable equivalent combination of education and experience may be considered

*This is an exempt position. A competitive salary is offered in addition to a comprehensive benefit package. Qualified individuals may apply by forwarding a resume and cover letter by 4:30 pm on July 4, 2022:*

Attention: Human Resources

By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8

By email: [humanresources\\_resumes@portalberni.ca](mailto:humanresources_resumes@portalberni.ca)

***We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.***

[www.portalberni.ca](http://www.portalberni.ca)

