



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

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## Communications And Engagement Specialist

<b>Job ID</b>	<b>5F-C5-CE-B7-18-3C</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=5F-C5-CE-B7-18-3C">https://careers.indigenous.link/viewjob?jobname=5F-C5-CE-B7-18-3C</a>	
<b>Company</b>	Urban Systems Ltd.	
<b>Location</b>	Kelowna, British Columbia	
<b>Date Posted</b>	From: 2022-07-04	To: 2022-07-18
<b>Job</b>	Type: Full-time	Category: Public Administration
<b>Languages</b>	English	

### Description

#### About the Opportunity

Our Kelowna branch is growing and looking to add an experienced Communication and Engagement Specialist to our team located in Kelowna. As part of our team, you will have the opportunity to work with internal and external clients, developing communication and engagement strategies with a focus on implementation.

Along with supporting the existing team, you will also be given the opportunity to lead projects with the support of senior staff members. This opportunity is well suited to those who have a keen interest in pushing forward with new ideas and who thrive outside of their comfort zone.

In addition, you will be involved in the following:

- Supporting the development of communications and engagement strategies related to city planning, governance, large-scale municipal infrastructure projects, transportation, social planning, and more
- Creating high-quality communications materials such as key messages/speeches, social media content, news releases, project briefs, newsletters, web content, posters and pamphlets, presentations, reports, invitations, email correspondence, and more.
- Supporting the design and facilitation of workshops, engagement sessions, and other public engagement techniques using creative methods (virtual and in-person)
- Copywriting and editing, including responsibility for a quality control function, reading content and correcting errors, spelling, punctuation, and grammar
- Organizing and coordinating events on behalf of clients
- Analyzing quantitative and qualitative engagement feedback
- Developing engagement reports and summaries
- Project coordination, including managing timelines and tasks, for communications and engagement project delivery

### Experience

#### About You

Our preferred candidate will have a degree in a relevant field of study, and related experience in a communications and engagement field as a consultant or working with/for local, regional, or

provincial governments, or Indigenous communities. The following attributes will be considered assets:

- A Bachelor's degree in Communications, Public Relations, Journalism, English, Business Administration or Social Science, or the equivalent in progressive work experience
- 2 - 4 years' experience in stakeholder and public engagement, communications, or a related field
- Familiarity with International Association for Public Participation (IAP2) foundations and standards
- Ability to provide direction and strategic advice for communications planning
- Strong communication skills, both verbal and written, with the ability to make complex, technical information easy to understand
- Ability to engage an audience, create interest and excitement
- Ability to work effectively and collaboratively within a team environment
- Service-oriented and strong interpersonal skills
- Ability to work in an environment that is decentralized, complex, and with a diverse range of stakeholders
- Familiarity with analyzing and summarizing qualitative and quantitative data into meaningful themes
- Possess an entrepreneurial mindset; when a problem arises, you begin seeking a solution

### **How to Apply**

Click "Apply Now"

If this describes your background, skills and attributes please visit our website for more information and submit your resume and cover letter. If it doesn't describe you exactly but you feel you are well suited to this opportunity, we encourage you to apply.

Urban Systems is an equal opportunity employer. We strive to create an inclusive culture for all employees. Our clients come from all walks of life and so do you. We believe that diversity and unity amongst our teams leads to building vibrant communities.

Deadline for applications: Monday, July 18th 2022 at 9:00 am PDT