



# 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

Date Printed: 2023/11/30

## Manager Of Communications And Engagement

<b>Job ID</b>	<b>94-18-68-4B-89-5B</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=94-18-68-4B-89-5B">https://careers.indigenous.link/viewjob?jobname=94-18-68-4B-89-5B</a>	
<b>Company</b>	City Of Penticton	
<b>Location</b>	Penticton, British Columbia	
<b>Date Posted</b>	From: 2023-11-09	To: 2023-11-26
<b>Job</b>	Type: Full-time	Category: Public Administration
<b>Job Salary</b>	\$107.100 - \$126.000 per year	
<b>Languages</b>	English	

### Description

Penticton is a vibrant, innovative, healthy waterfront city focused on sustainability, community, and economic opportunity. At the City of Penticton, our goal is to serve our residents, businesses, and visitors through good governance, partnership, and the delivery of effective and community-focused services. The City of Penticton is looking to fill the full-time position of Manager of Communications and Engagement on our Finance and Administration team. Reporting to the Director, Finance and Administration, the Manager of Communications and Engagement supports a trusted and meaningful relationship with the City of Penticton community members and employees by building and executing an effective and collaborative communications and engagement strategy. The Manager of Communications and Engagement is an integral part of the City's leadership team and plays a significant role in managing all aspects of communications within the City.

This position requires the ability to communicate with the public, and government staff and present information as needed to elected officials. This position will work with all departments to provide professional expertise, advice and assistance as required.

#### Key Responsibilities:

Prepares the City communications and engagement strategy and oversees the implementation.

Accountable for ensuring the development and maintenance of effective communication systems.

Collaborates with Senior Leadership Team members to identify communication and engagement needs for their areas.

Ensures the public is aware of and has the opportunity to be involved in City Council decisions as well as relevant City business and operations.

Leads the development of proactive communication and engagement plans and oversees implementation in alignment with City Council priorities, the City business plan and budget, and the overarching communications and engagement strategy.

Ensures reporting on strategy and findings of engagement activities is made to City Council and the community.

Provides day-to-day management of communications and engagement staff to support their success and ensure deliverables are identified and achieved.

This may include conducting daily team scrums, maintenance of the department tracking tool, and delivery of department HR responsibilities.

Ensures regular monitoring of internal (City Council agendas and reports) and external environment (news and social media) for issues and opportunities that may affect the City's reputation and relationship with the community, and provides City Council and senior leadership with advice and support.

Oversees the creation and development of communications materials including, but not limited to, print, radio and online advertising, email marketing, website management and content development, press releases, videos and marketing collateral, podcasts, and community surveys.

Ensures detailed media activity reports are prepared.

Ensures all published content is publication-ready.

Ensures communications preparedness and oversees communications support in emergencies which includes preparation of the emergency communications plan, implementation of effective communication systems, and provision

of trained staff resources.

### **Experience**

Required Knowledge, Abilities & Skills:

Confident communicator and presenter.

Self-motivated with a positive and professional approach to management.

Strong knowledge and understanding of current trends in digital media/social media.

Strong writing, editing, proofreading, layout and design, and professional printing/publishing skills are essential, including the ability to present concepts verbally.

Superior project management skills.

Effective in an environment requiring a wide degree of creativity and latitude.

Effective relationship-building skills and the ability to work collaboratively across departments.

Excellent interpersonal and verbal communication skills and the ability to deal with people in a positive and professional manner.

Excellent organizational skills and ability to effectively plan daily routes, duties, and tasks.

Ability to work co-operatively or independently, problem solve, and exercise sound judgement.

Ability to keep accurate documentation.

Proficient with Microsoft Office Suite.

### **Education Requirements**

Education, Training & Experience:

Undergraduate degree in Communications or other related field;

10+ years in relevant Communications and/or Engagement roles with preference given to progressive experience working for a municipality; and,

IAP2 training

IABC or CPRS Accredited Communications or Public Relations Professional designation; or,

An equivalent combination of education and experience.

Valid B.C. Driver's License.

### **Other**

At the City of Penticton, we recognize that great talent and great ideas come from a variety of backgrounds. Tapping into the diversity of our community makes us all stronger and allows us to serve Penticton even better.

That's why we welcome all applicants to consider joining our team. We encourage Indigenous persons, people of colour, all genders and expressions, 2SLGBT2QIA+, persons living with disabilities, and others who reflect our ever-changing workplace to apply.

So, if your experience is close to what we're looking for, we would love a chance to talk about working with you. We welcome your cover letter and resume by November 26, 2023.

### **How to Apply**

Click "Apply Now"

For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.

<https://penticton.prevueaps.ca/jobs/22437-13382.html>