



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: 2024/05/01

Communications & Engagement Consultant (Temporary, 14-month Contract)

Job ID	ED-72-19-BA-9C-A9	
Web Address	https://careers.indigenous.link/viewjob?jobname=ED-72-19-BA-9C-A9	
Company	Urban Systems Ltd	
Location	Vancouver, British Columbia	
Date Posted	From: 2021-04-08	To: 2021-04-23
Job	Type: Full-time	Category: Creative Media and Writers
Languages	English	

Description

About the Opportunity

Put your professional and creative skills to work with our team while we serve our higher calling of spirit in service for vibrant communities.

Our Vancouver branch is seeking an intermediate communications and engagement professional to join our consulting team for a 14-month maternity leave contract (with the possibility of extension). In this position, you will be involved in a variety of communications and public engagement project work across Urban Systems's™ diverse areas of practice, including transportation, community planning, governance, and environment.

This role will be varied and include leading and/or supporting complex and large engagement processes alongside our network of interdisciplinary professionals. You will also contribute to our external image and ensure consistency across our project deliverables.

You can expect to be involved in:

- Developing, coordinating, and implementing communication and engagement strategies
- Working collaboratively with the broader project team to produce well designed and accurate reports, presentations, correspondences, and other materials related to public engagement (experience with Adobe Creative Suite considered an asset)
- Writing project-specific content that can be presented in visually appealing correspondence, documents, graphics, and presentations
- Establishing and administering online public engagement project pages and tools (experience or familiarity with Bang the Table considered an asset)
- Creating well-designed surveys to gather project-specific feedback from stakeholders and/or the public (experience with Survey Monkey, MetroQuest considered an asset)
- Communicating and engaging directly with diverse community groups
- Coordinating and facilitating stakeholder meetings, both in-person and virtually
- Organizing and coordinating events, both in-person and virtual, on behalf of client projects
- Monitoring and evaluating the effectiveness of communication and engagement activities
- Analyzing, summarizing, and reporting on qualitative and quantitative data
- Conducting online research when needed
- Supporting the submission of proposals by drafting content specific to RFP engagement requirements

About You

You would be an ideal candidate for this position if you are a proactive and energetic self-starter who is committed to providing outstanding service both to our internal teams and to Urban Systems's™ clients. You will have at least 3-5 years of experience in a similar role and a Bachelors Degree in Communications, Public Relations, Marketing, Journalism, or a related field. In addition, you will have the following qualifications and attributes:

- Excellent organizational skills and ability to manage multiple tasks and projects with competing deadlines;
- Significant knowledge of the philosophies, principles, practices, and current trends in community engagement and stakeholder relations. (IAP2 Foundations Training would be considered an asset);
- Strong attention to detail;

â€¢ Excellent written and verbal communication skills â€” for example, using language, examples, graphics, and pictures meaningful to targeted audiences, and applying excellent listening and interpersonal skills;

â€¢ Ability to establish and maintain effective relationships with stakeholders;

â€¢ A team collaborator that can adapt to change, demonstrate flexibility and problem-solving in the face of changing project demands, business needs and work responsibilities;

â€¢ Takes personal responsibility for the quality and timeliness of work, takes initiative to achieve results and meet deadlines, proactively looks to meet the needs of our team and can work independently; and,

â€¢ Proficient with MS with an eye for producing visually appealing project materials; Adobe Creative Suite experience would be considered an asset.

Experience

You will have at least 3-5 years of experience in a similar role.

Education Requirements

Bachelors Degree in Communications, Public Relations, Marketing, Journalism, or a related field.

Work Environment

About Us

Recognized as one of Canadaâ€™s top employers, Urban Systems is an employee-owned inter-disciplinary consulting firm based in Western Canada. In business since 1975, we have over four decades of experience working with a variety of clients including all levels of government, Indigenous communities, commercial and residential land developers, and the natural resource sector. Our team of over 450 people, across multiple branch offices, is committed to helping build vibrant communities of all sizes.

Our Commitment to You

At Urban Systems, we make significant investments in our people, which is why we take great care to hire those who we believe will thrive in Urban Systems over the long term. Weâ€™ve become recognized as a workplace of choice by nurturing a unique corporate culture that sets us apart and provides:

- â€¢ Challenging and interesting project opportunities
- â€¢ A fun workplace, where hard work accomplishes great things
- â€¢ The opportunity to work with industry leading professionals in a collaborative environment
- â€¢ Ongoing career development and learning
- â€¢ Meaningful rewards and recognition

How to Apply

If this describes your background, your skills and your natural talents, please visit our website for more information and submit your resume and cover letter.

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: Friday, April 23, 2021, at 9:00 am PST.