



District of Sooke
"Where the Rainforest Meets the Sea"

**Communications Coordinator
(Permanent)**

Located on the south-western tip of Vancouver Island, BC, Sooke has a sheltered harbor, and is a scenic forty-five (45) minute drive from BC's capital city, Victoria. As a part of a temperate rainforest, the Sooke district has one of the mildest climates in Canada. Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking or sailing.

Reporting to the Chief Administrative Officer ("CAO"), the Communications Coordinator is responsible for supporting the planning, coordination and delivery of the District's internal and external communications. The Communications Coordinator performs a variety of duties and works closely with all departments, senior leadership team and Council to deliver public awareness and educational campaigns, civic advertising, media relations, community engagement and digital and online communications. The Communications Coordinator exercises considerable independent judgement, initiative, tact, courtesy and diplomacy while maintaining confidentiality.

The Communications Coordinator is also responsible for coordinating, decorating and attending engagement events as it relates to the improvement of the District's communication and engagement with the public and community partners. This position may on occasion be required to work extended hours including evenings and weekends and the work schedules may be flexible to attend meetings or events after normal work hours.

To be considered for this role, applicants should have:

- A degree in Communications, Journalism, Public or Business Administration or a related discipline or an equivalent combination of education and experience.
- Minimum three (3) years experiences in communications or public relations field preferably in local government.
- Superior communication skills including knowledge and experience of the concepts, practices and techniques of corporate communications, issues management, public and media relations.
- Valid Class 5 BC Driver's Licence and a reliable vehicle.

This is an exempt position. The salary for the Communications Coordinator is \$75,000 per year, plus an excellent benefit package.

To view the full job description, visit the employment page of our website at www.sooke.ca/employment.

Please quote 2020-006 Communications Coordinator in the subject of your email, and submit your detailed resume and cover letter outlining your interest and experience for this opportunity to: hr-jobs@sooke.ca.

Review of applications begins at 4:30 pm on Sunday, April 26, 2020.

The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.