

Communications Coordinator

Location: Kelowna, B.C.

Application Deadline: May 26, 2023

Terms: Part-time permanent with benefits

Information:

Looking to flex your engaging communication skills and looking for a place to direct your passion for our planet? Join our dynamic and fun team!

The Okanagan has less water available per person than almost anywhere in Canada and is one of the country's fastest growing regions. The Okanagan Basin Water Board (OBWB) is a local government agency, providing leadership on critical water issues in the Okanagan valley. We're working to address our water challenges while empowering policy-makers & the public with the knowledge, skills, and tools to make a difference!

We are seeking a highly motivated individual with excellent interpersonal, research, writing, design, and organization skills to fill the position of Communications Coordinator, reporting to the Communications Director. This is a fantastic opportunity to get a foot in the door to local government. We offer a competitive wage, based on qualifications, along with health and municipal pension plan benefits.

The successful candidate is eager to take on challenges: developing communication materials and strategies to promote water conservation & protection, propelling OBWB and its Okanagan WaterWise communication efforts to new heights. Projects include: writing and designing monthly board reports, brochures, website and social media content, public outreach displays, and coordinating and attending occasional outreach events.

As an applicant, you will have:

- A post-secondary degree or certificate in communications, public relations, marketing or related discipline. A background in environmental science is a plus;
- At least three years experience developing and delivering a variety of communication materials for a local government, business or non-profit.
- Exceptional written communication skills with ability to write and edit a range of engaging materials from public information items (e.g. brochures), to website material, to social media content;
- Solid ability to be accurate and detail-oriented;
- Strong interpersonal skills – comfortable speaking with the public, and all ages. Ability to exercise discretion;
- Ability to work as part of a team, and independently with limited supervision;
- Excellent organizational and time-management skills, with ability to meet deadlines;
- Extensive experience and proficiency in Microsoft Office, Adobe programs, graphic design software, and social media;
- Valid B.C. Class 5 Drivers License; and
- Willingness to travel within Okanagan Valley. Travel will be day trips only but may involve extended hours of work.

Please email your resume, covering letter, as well as writing and layout/display or graphic design samples by May 26, 2023, 4 p.m. to OBWB Communications Director Corinne Jackson at corinne.jackson@obwb.ca.

Inquiries about this position can be directed to the Communications Director at the email address above. Additional information on the Okanagan Basin Water Board and the Okanagan WaterWise program can be found at www.obwb.ca and www.okwaterwise.ca.

OBWB Job Description



Position Title: Communications Coordinator **Division:** Water Management Program

Reports To: Communications Director **Date:** May 4, 2023

Job Purpose/Summary:

The Communications Coordinator supports efforts to keep the Board of Directors, OBWB partners and the public up-to-date on Water Board projects and water-related issues. Providing tactical communications support to the board and staff, this position helps elevate the profile of the organization, its projects, and efforts to ensure a healthy, sustainable water supply in Canada's most water-stressed region. It is important to have strong communications skills and an ability to build positive relationships within and outside of the organization.

Principal Accountabilities:

1. Write, design, and deliver monthly Board Reports with highlights using information from the agenda and board meeting outcomes.
2. Produce a suite of templates for self-serve use.
3. Prepare documents, reports, newsletters and communication materials – with assistance from other OBWB staff.
4. Assist with updates and content development for websites.
5. Provide posts to OBWB social media sites, help monitor engagement, and respond as required.
6. Assist with outreach campaigns, including pick-up and delivery of materials.
7. Assist with coordinating advertising and contracts.
8. Ensure up-to-date media and government contact lists.
9. Maintain a positive working relationship with the board, staff, municipal and other partners.
10. Follow and drive OBWB branding, and ensure visual identity guidelines are followed.
11. Provide limited communications guidance and assistance on use of templates, content, key messages and resources.
12. Monitor communications and engagement activities.
13. Provide limited assistance to staff and board.
14. Other duties as required.

Reporting Relationships:

Direct Reports: none

Knowledge, Skills & Experience:

Training and Experience:

- Post-secondary degree or certificate in communications, public relations, marketing or related discipline. A background in environmental science is a plus.
- At least three years of experience developing and delivering communication materials in local government, business, or non-profit environment, including website and social media coordination.
- Valid B.C. Class 5 Drivers License.

Skills and Abilities:

- Excellent written communication skills with ability to write and edit a range of materials from public information items (e.g. brochures), to website material, to news releases, while adhering to CP Style.
- Accurate and detail-oriented, with exceptional organizational and time-management skills, with ability to meet deadlines.
- Extensive experience and proficiency in Microsoft Office, Adobe programs, email marketing, graphic design software and social media.
- Ability to exercise discretion and maintain confidentiality.
- Strong interpersonal skills. Ability to work collaboratively in a team environment, and work independently.
- Knowledge of local government operations is an asset.
- Photography skills a plus.
- Willingness to travel within Okanagan Valley.

Working Conditions:

Physical Effort: Minor physical effort, moving filing boxes and other equipment as needed.

Physical Environment: Office environment, climate controlled. May involve sitting for long periods of time.

Mental Stress: Limited mental stress, meeting deadlines, with flexible work schedule including occasional evening and/or weekends.