



Communications and Engagement Manager (Permanent, F/T)

The Squamish-Lillooet Regional District (SLRD) is located in southwestern BC and consists of four member municipalities (Squamish, Whistler, Pemberton, Lillooet) and 4 electoral areas. The region contains some of the most spectacular forests, waterways, and mountains in the province and affords an endless range of opportunities for outdoor adventure. Headquartered in Pemberton, which is the approximate geographic centre of the region, the SLRD delivers a wide range of regional, sub-regional and local services to its residents. Services include land use planning, solid waste management, building inspection, fire protection, emergency preparedness, 911 services, recreation, water and sewer utilities, regional transit, trails and open spaces as well as financial support for various community services.

The SLRD is seeking an experienced individual to fill the role of Communications and Engagement Manager as part of the senior management team, reporting to the Chief Administrative Officer (CAO). This position is responsible for managing a wide range of internal and external communications and public relations functions, community and stakeholder engagement, identification and development of grant funding sources and other projects as determined by the CAO.

The ideal candidate will have post-secondary training in the area of communications, business administration, public relations, community engagement, or a related field, supplemented by 5 or more years of relevant experience, or an equivalent combination of education and experience. Digital communications education and / or experience is required, including working with web-based content management systems (Drupal 7 preferred), social media and other forms of electronic communication and engagement tools. In addition, local government experience is an asset, including working knowledge of *BC's Freedom of Information and Protection of Privacy Act* and its implications for local government communications. Excellent verbal and written skills are a must, along with an ability to establish and maintain effective working relationships internally and externally.

The successful candidate will be responsible for leading the SLRD's communications and engagement under the direction of the Chief Administrative Officer, including but not limited to:

- Providing strategic and tactical communications advice;
- Developing and managing SLRD communication strategies and plans; overseeing content development for SLRD communications channels (website, print, social media, advertising);
- Building relationships with First Nations, SLRD member municipalities, community groups, business associations, stakeholders and other interested parties in support of Board and organisational priorities, as directed by the CAO;
- Identifying potential sources of grant funding, coordinating development of grant funding proposals, and overseeing grant administration.

For further information, please see the full job description at www.slrd.bc.ca/employment. Compensation will be determined commensurate with knowledge, skills and ability, includes a comprehensive benefit package and Municipal Pension Plan and offers the ability to work a compressed work week (nine-day fortnight).

Interested candidates are invited to submit their resume with a covering letter by email, no later than **January 24, 2021 at 4:00 p.m.** to:

Nathalie Klein, Executive Assistant
Squamish-Lillooet Regional District
nklein@slrd.bc.ca

We sincerely thank all applicants for their interest, however, only candidates under consideration will be contacted.