



Communications Specialist

2 Year Term Position (with Possibility of Extension)

The District of Oak Bay is a picturesque oceanfront community within the Greater Victoria Region, with a population of +18,000. While offering all the amenities of a large metropolitan urban centre, Oak Bay has succeeded in maintaining a sense of community and charm. With a progressive Council and Leadership Team in place, the District is now seeking a Communications Specialist for a two year term.

If you have an interest in being part of a staff team dedicated to providing outstanding customer service, striving for service excellence and working to continue making Oak Bay one of the most desirable places to live, work and play in Canada then please consider joining our team!

Reporting to the Director of Corporate Services the Communications Specialist will work closely with all departments to deliver public awareness campaigns, civic advertising and community engagement in digital and print formats. This role is responsible for developing and implementing the District's corporate communications policies and programs that support organizational priorities and objectives. The successful candidate will have a strategic and community relations focus, will conduct research and prepare recommendations for digital communication and public participation activities, will coordinate the District's digital content and provide support and advice to all levels of the organization.

Our ideal candidate will have a graduate degree in communications, public relations, journalism or related field and three years experience, preferably in a local government environment. Experience working with other levels of government and IAP2 certification or familiarity with IAP2 best practices would be considered an asset. An equivalent combination of education and experience may be considered.

The position offers a competitive salary, a comprehensive benefits plan, a supportive work environment and continued career and professional development. The District of Oak Bay is a respectful workplace and is committed to fostering a culture of teamwork, continuous improvement and accountability.

We would like to hear from you if you are qualified and thrive on the challenges this position has to offer. Please apply in confidence by 4:30pm on June 7, 2019 with a resume and cover letter to:

oakbayjobs@oakbay.ca

A detailed job description can be found on our website at <https://www.oakbay.ca/municipal-hall/employment-volunteering/employment>, which outlines in greater detail the key accountabilities and required qualifications.

*We thank you for your interest in working for the District of Oak Bay.
Only those selected for an interview will be contacted.*