



### Background

---

The City of Revelstoke is seeking to obtain services of a Communications Coordinator to create, design and implement communications strategies that further their goals and strengthen communication. The ideal candidate should have a proven track record and experience in graphic reproduction and graphic design. S/He shall also be experienced in any required graphic design software programs and hold valid licences throughout the entire term of engagement. Candidates must have excellent written and verbal communication skills. City Council has now approved funding for a part-time paid contract position.

### Opportunity

---

This will be an independent contractor and not the servant, employee or agent of the City. The Contractor shall be responsible for the payment of all Income Tax, Canada Pension Plan, WorkSafe BC premiums and any other amounts required by any government authority or statute and the City will not be required to retain, deduct, or remit any amounts due by the Contractor.

The Contractor shall indemnify and save harmless the City, its Employees or Council, from and against all losses, claims, damages, actions, causes of action, costs and expenses that the City, RCMP or Province of British Columbia may sustain, incur, suffer, or be put on by reason of any act or omission of the Contractor. The Contractor is required to maintain comprehensive general liability insurance in the amount of \$3,000,000 inclusive per occurrence against bodily injury, personal injury and property damage and including liability and that the City must be included as an additional insured.

This contract position is for one year and will have the option to renew for a second year. The Communications Coordinator will report to the Director of Corporate Administration. The role will:

- Promote events, including message development and media outreach.
- Prepare press releases.
- Develop and disseminate public relations materials that increase visibility among stakeholders.
- Build and maintain relationships with journalists and public broadcasting media.
- Identify target audiences and create strategies to effectively engage them.
- Work closely with leaders and executives to strengthen engagement activities.
- Work with own initiative and can commit to strict deadlines.

The Communications Coordinator will be paid on receipt of invoices submitted monthly for hours worked to carry out duties as listed in the [Job Description](#) up to a maximum of \$45,000 annually. This part-time position has flexibility in how hours are allocated to create a schedule that is responsive to the work, office hours and availability. The idea is to supplement the current communications work by the Corporate Administration department by providing support and maintaining consistency.

### Qualifications and Experience

---

- Ability to communicate positively and effectively both verbally and written.
- Ability to deal positively, courteously and tactfully with the public and co-workers.
- A working knowledge of municipal office procedures and functional terminology.
- Must be able to demonstrate a flexible and creative approach when learning new tasks and procedures that evolve over time.
- Operates various office equipment including but not limited to telephone, computer, fax machine/scanner, photocopier.
- Must be proficient in computer programs required to carry out communication tasks including graphic design.

## Request for Expression of Interest – Communications Officer

---

- Ability to acquire skills for new computer applications as required.
- Basic knowledge of the *Community Charter* and *Local Government Act* and other applicable Provincial Legislation.
- Knowledge of City of Revelstoke programs, services and issues.
- Ability to work independently and prioritize work.
- Ability to work collaboratively with diverse groups of people and community agencies.
- Experience working with people to problem solve and provide resources.
- Ability to maintain confidentiality.
- Strong analytical skills and ability to interpret data for trending purposes.
- Maintain a valid Revelstoke business licence.

### Submission Requirements

---

Please address the following elements within your EOI (maximum two pages):

1. Contact info – list name, address, phone number, email address
2. Education – outline what formal education has been completed and to what level
3. Related Experience – list any related work in communications or another helping field
4. Skills – outline all skills and abilities you will bring to the role of Communications Officer
5. Concerns – list any concerns you have about the role
6. References – please provide three references (personal or work-related)
7. Submit Expression of Interest to Corporate Administration

Email: [cfloyd@revelstoke.ca](mailto:cfloyd@revelstoke.ca)

In Person: 216 Mackenzie Avenue, Revelstoke, BC

Mail: Box 170, Revelstoke, BC V0E 2S0

This notice is a call for **Expressions of Interest** ONLY. The City of Revelstoke is not obligated to accept any or all proposals that are submitted in response to this notice.

### Next Steps

---

All EOIs are to be submitted by 12 noon on Friday, December 13, 2019. Following a review of the submissions a short-list of candidates will be offered an interview. We express our appreciation to all applicants for their interest in this position, however, only candidates selected for an interview will be contacted.

### Further Information

---

City of Revelstoke website: <http://revelstoke.ca/>

Facebook: <https://www.facebook.com/City-of-Revelstoke-BC-177864465607607/>

Instagram: <https://www.instagram.com/cityofrevelstoke/>

Twitter: [https://twitter.com/revelstoke\\_bc?lang=en](https://twitter.com/revelstoke_bc?lang=en)