

## **Communications and Grants Coordinator**

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Full-time – Reports to the Chief Administrative Officer  
Monday – Friday – 8:30 – 4:30, will include some evening work.

### **DEFINITION:**

Reporting to the Chief Administrative Officer (CAO), the Communications & Grants Coordinator is responsible for maintaining timely and relevant public communications regarding Village operations and special projects as well as the research, preparation and coordination of grants. This position also provides administrative and creative support to the CAO and other Village Departments as assigned.

### **Duties include the following:**

#### **COMMUNICATIONS:**

Involves the coordination of communications infrastructure including websites, printed documents and/or social media tools.

- Research, draft and prepare for distribution Press Releases on behalf of the Village (Mayor/Council, Departments, Committees)
- Creation and coordination of all newspaper advertising or notices on behalf of the Village
- Research, draft, creation and distribution of the Village's E-News.
- Development, design and/or formatting of Village documents
- Acts as the Village's Media Relations Liaison fielding media requests. Which includes compiling and providing information to media and organizing interviews between media, Council and Staff.
- Creation and implementation of specified public relations campaigns as directed
- Coordination of community outreach meetings, such as Town Halls or "Coffee with the Mayor"
- Development, implementation and maintenance of Village policies related to communications, social media and others as required.
- Management of social media tools
- Planning and executing social media campaigns for Village projects and initiatives
- Research and content development, preparation and design of the Village's Annual Report
- Maintenance and enhancement of all aspects of the Village of Pemberton website ([www.pemberton.ca](http://www.pemberton.ca)), ensuring that the public has timely and accurate access to Village information
- Leading the development, implementation and training of the International Association for Public Participation (IAP2) framework for the Village

#### **GRANT WRITING:**

This position is responsible for drafting, submitting and tracking funding applications in an effort to increasing the Village's services while reducing the burden on taxpayers.

- Research grant funding programs that align with Village strategic priorities and capital projects
- Work with internal and external subject matter experts to research, prepare funding applications
- Presentation of grant application to Council through a report to Council, as required.
- Work with the Finance Department to complete interim and final reports for funders, as required
- Grant program oversight working with various departments (Finance, Public Works, Development Services, Recreation Services, Fire and Emergency Management)
- Coordination of any signage, advertising , public events or grant program requirements related to funder acknowledgments

**BRANDING:**

- Oversight of corporate branding via the Village of Pemberton Style Guide
- Creation and coordination of all signage and use of Village logo (including relevant policy development) for further approval
- Coordinate Village street banners and utility box wraps
- Develop and keep current all advertising and notice templates
- Development of the graphic design and format for the Village's public documents
- Coordinate and liaise with Departments on various projects as necessary (signage programs, storyboards, other items as listed above)
- Coordination of graphic design components of various projects as required/assigned
- Format final documents to incorporate images, photos and other visual enhancements in a manner that makes them user friendly

**GENERAL:**

- Drafting and editing of a variety of non-routine correspondence, and/or reports pertaining to various municipal matters for the CAO's signature or approval
- Drafting and editing of reports for Council and attendance as Council and Committee meetings as required
- Editing and content review of any manuals or large final reports as required
- Assistance with internal and external outreach projects/programs undertaken by the Village that may including but not limited to:
  - Establish and record public and Community/Stakeholder comments via questionnaires, facilitated meetings, online surveys/forums, etc.
  - Internal communications (manuals/policy and procedure documents) banners and signage as assigned
  - Conferences, workshops, forums, and focus groups

**EMERGENCY OPERATIONS:**

- Work within the Village's and/or Regional Emergency Operations Centre as required
- Act as Information Officer during emergency events, even when full EOC is not activated
- Draft emergency notifications to residents
- Draft emergency-related communications for CAO and Mayor (as needed)
- Update all social media channels and website with weather advisories, emergency warnings, alerts, and other related information
- Participate in tabletop exercises and other emergency management training

**SAFETY:**

As per the Village's commitment to the physical and psychological health and safety of its employees, the Communications and Grant Coordinator must adhere to the following accountabilities:

- Identifying and reporting workplace hazards
- Participating in incident investigations and inspections
- Assisting with Job Hazard Analysis and Risk Assessments
- Adhere to all workplace safety policies and procedures
- Being aware of the following safety considerations identified for this position:
  - Lifting awkward loads
  - Dealing with difficult customers
  - Extension of regular work hours during peak operations
  - Computer workstation ergonomics
  - Operating company vehicles

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Must work effectively as a team, being respectful of all others and pitching in when and where needed
- Must be able to be a self-starter and work independently
- Must be able to multitask and manage multiple concurrent deadlines
- Outgoing, pleasant, professional and helpful
- Considerable knowledge of the organization functions and activities of various municipal departments
- Ability to interpret rules, regulations and policies and to make decisions based upon them
- Ability to meet and deal tactfully and effectively with persons representing professional, public and community groups in providing a wide variety of municipal information
- Ability to establish and maintain effective working relationships with supervisors, municipal officials, other employees and the general public
- Discrete with ability to maintain a high level of confidentiality

**REQUIREMENTS:**

- Post-secondary education in communications, public relations, marketing or related field.
- Three years' experience in a communications position
- Experience working for or knowledge of Local Government an asset
- Excellent knowledge of computer-based applications (Adobe Creative Suite, Microsoft Office, CMS platforms for web).
- Emergency Operations Centre training/experience an asset
- Availability to attend evening meetings or weekend events as required
- Graphic arts and/or design certification/experience (Photoshop, In Design) an asset
- Understanding of backend website operations an asset.
- Valid BC Driver's License and Satisfactory Drivers Abstract.