



# SQUAMISH

HARDWIRED *for* ADVENTURE

*The District of Squamish is located in the unceded traditional territory of the Skwxwú7mesh Úxwumixw (Squamish Nation). We offer gratitude to the Skwxwú7mesh People who have lived on these lands since time immemorial.*

## External Job Posting

<b>Position:</b>	<b>Communications and Engagement Specialist, Housing and Community Development</b>
<b>Status:</b>	Temporary Full-Time (anticipated end date December 31, 2026)
<b>Work Area:</b>	Community Planning
<b>Posting Date:</b>	May 7, 2026
<b>Closing Date:</b>	May 21, 2026

## GENERAL SUMMARY

Aligned with the general direction of the Communications Department with oversight by the Director of Communications, and with technical support and reporting to the Manager of Community Planning, the Communications and Engagement Specialist, Housing and Community Development (CESHCD) plays a leading role in the District's housing-focused communications to raise awareness of and build community around the evolving housing landscape in Squamish. The role includes generating and disseminating written and visual content, producing/co-producing both virtual and in-person events, and executing public engagement activities across digital and traditional platforms. Through providing timely, useful and engaging information about housing-related and community development projects, initiatives and opportunities to citizens and media, this position helps to enhance and uphold the District's reputation as a transparent, forward-thinking and responsive organization.

## MAIN DUTIES AND RESPONSIBILITIES

- Contributes to the success of our team and creation of our thriving community by fostering the District of Squamish corporate values: Respect, Integrity, Connection and Progress.
- Develops and executes housing and community development-related strategic communications and engagement plans to support department goals and objectives.
- Deploys industry best practices to support media relations efforts for the topic area.
- Develops community development-related social media strategies and campaigns across current District platforms and liaises with Communications team on execution.
- Undertakes social media monitoring to help guide District strategies and messaging.
- Identifies opportunities and writes compelling materials for media, website, newsletters, advertising and social media for both proactive and reactive situations.
- Develops engagement event plans and materials and supports facilitation of online and in-person engagement sessions.
- Develops key messaging in both proactive and reactive (issues-driven) situations.
- Supports the Senior Director of Community Development in advising senior leaders and Council on housing and community development issues management, as well as media interview preparation.
- Creates briefing notes for the Mayor's Office and staff spokespeople.
- Writes advertisements and poster copy for print, radio and other media channels.
- Identifies opportunities to engage residents through podcasts, videos, events, and other public engagement tactics, and leads execution of such.
- Supports Community Development team in preparing summary engagement reports, recommendations, and presentations to the public, Council and senior management.

## REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Knowledge and understanding of the Squamish community and current provincial housing landscape.
- Knowledge of and adherence to communications principles.
- Excellent interpersonal and communication skills and the ability to interact with people in a professional manner.
- Excellent organizational skills, the ability to perform multiple duties simultaneously with deadlines and the ability to exercise judgment and work independently.
- Proven strategic social media skills and experience in managing online conversations.



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- Critical thinking skills when faced with a communications issue or opportunity.
- Possesses strong skills in working with the Microsoft suite of products.
- Skills in working with graphics, photos and a working knowledge of Adobe InDesign is an asset.
- A positive, collaborative, can-do energy and attitude.
- Meticulous attention to detail, especially when proofreading.
- Proven ability to develop and execute strategic communications plan.
- Proven ability to write creatively and clearly for marketing, communications and brand journalism.
- Proven ability to interpret and convey complex technical documents and terminology in plain language.
- Experience executing various public engagement techniques and tactics online and in-person.
- Experience facilitating challenging situations/topics is considered an asset to help move interest groups from positions to shared values.

## REQUIRED TRAINING, EDUCATION AND EXPERIENCE

- 3-5 years of progressive experience in public relations/communications and engagement
- Completion of a post-secondary degree or diploma in public relations or communications
- Experience in designing and executing traditional and digital strategic communications campaigns
- Event planning and production experience – both virtual and in-person
- The following experience is considered an asset
  - Working within a municipal government
  - Developing public engagement plans shaped by the International Association for Public Participation (IAP2) framework
  - Engagement session facilitation experience

OR

- An equivalent combination of education, training and experience

### Disclaimer:

The above statements are intended to describe the general nature and level of work being performed by people assigned to this position. This is a general list of responsibilities, duties and skills required of personnel so classified. Other related duties may be assigned in keeping with the general nature of the position.

**Hours of Work:** 70 hours bi-weekly, Monday to Friday. Current shifts (subject to change) range between the hours of 8:30am to 4:30pm, fortnight schedule.

**Salary:** \$45.18 per hour

This is a Union position within the Collective Agreement of CUPE Local 2269 and the District of Squamish.

[Click here to apply.](#) If you encounter any issues with the form, please submit your resume and qualifications by email to [jobs@squamish.ca](mailto:jobs@squamish.ca) (**Quoting Competition #**) **To: #26-38** or submit your paper application to:

Human Resources

District of Squamish

37955 Second Avenue, P.O. Box 310, Squamish, B.C., V8B 0A3

*As an equitable and inclusive employer, we value diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences. If you require any adjustments to enable participation at any stage of the recruitment process, please contact in confidence [jobs@squamish.ca](mailto:jobs@squamish.ca) and include Accessibility in the subject line. We thank all applicants for applying.*