

NOW HIRING



CITY OF
PORT ALBERNI

PUBLIC INFORMATION OFFICER

The City of Port Alberni is a community of over 19,000 people. Located centrally on Vancouver Island, we are a well-served and growing municipality that offers residents affordable west coast living, as well as proximity to oceans, lakes, rivers and mountains.

The City of Port Alberni is currently looking for a **Public Information Officer** to join a progressive and dynamic organization that provides a full range of programs and services to taxpayers. This position reports to the Director of Corporate Services and is responsible for supporting the development, execution, management and coordination of the City's internal and external communications programs, with a focus on capital infrastructure projects.

Examples of duties include:

- Works closely with City departments to develop and implement targeted communication plans related to specific projects, ensuring alignment with broader City strategies.
- Develops, designs and coordinates various communications materials, including project updates, FAQ documents, public notices, etc., tailored to both general and affected audiences.
- Coordinates public engagement activities related to projects, including community meetings, pop-up events and digital forums, to gather feedback and address concerns
- Manages project-related media inquiries and social media channels, providing timely and accurate information.
- Supports internal communications on project timelines, public messaging, and engagement protocols.
- Supports all City communications as required.

Qualifications & Experience:

- A diploma in communications, public relations, or other related discipline
- Related experience in a communications role, preferably with a municipal government, with specific experience in project-related communications
- An acceptable equivalent combination of education and experience may be considered
- Extensive knowledge of communication principles and public participation practices as they relate to project-related communications, issues management, public engagement and media relations
- Demonstrated ability in creating reports, communications information, and presentations
- Demonstrated ability in graphic design using the Adobe Creative Suite and other applications
- Ability to work in a fast-paced environment requiring collaboration, commitment and creativity, as well as the ability to prioritize and meet strict deadlines
- Demonstrated superior oral and written communication skills and the ability to write for different audiences
- Ability to establish and maintain effective relationships with all City departments, government officials, municipal and community partners, members of the public, the media, the business community and special interest groups

This is a part-time (3 days per week) exempt position; the salary range (based on this schedule) is \$45,942 - \$52,716. Qualified candidates may apply by forwarding a resume and cover letter by December 19th:

Attention: Human Resources
By mail: City of Port Alberni, 4850 Argyle Street, Port Alberni, BC V9Y 1V8
By email: humanresources_resumes@portalberni.ca

We wish to thank all applicants for their interest and advise that only those selected to be interviewed will be contacted.

www.portalberni.ca

