

CITY OF TERRACE



COMMUNICATIONS & BUSINESS DEVELOPMENT OFFICER

The City of Terrace is located in the pristine and beautiful Coast Mountains of Northwestern B.C. and is known for world class fishing and endless outdoor adventures. With a well-developed arts and culture community and recreation facilities, Terrace maintains a growing population of approximately 12,500 and services a regional population of 60,000. You will find an opportunity for employment with the City of Terrace attractive if you crave big city amenities without compromising your love of the outdoors.

Do you want to be part of the excitement underway in Northwest BC? We have the perfect opportunity available for a highly-motivated and enthusiastic self –starter to fill the newly created Communications and Business Development Officer position with the City of Terrace. If you are excited about working with a supportive and dynamic group of motivated individuals and you share our values of integrity, teamwork, and community - join us, today!

As the first point of contact for all media inquiries, you will provide guidance to staff and manage daily communications for the City of Terrace, as well as coordinate a wide range of communication services and business development projects for the Administration Department. You will possess exemplary verbal and written communication skills with the ability to capture, distil, and accurately convey information. Reporting directly to the Economic Development Manager, you will be a member of a highly functioning and supportive team in which you will create and cultivate a progressive communication, marketing, and branding strategy. As the ideal candidate, you will also hold a degree or diploma in a related field or a suitable combination of training and experience.

EXAMPLES OF JOB DUTIES AND TASKS

- 1. Plans and implements media relations services*
- 2. Coordinates and performs issues management services*
- 3. Coordinates and prepares information, marketing and public engagement materials*
- 4. Completes performance planning and review processes*

This is an exempt position with a 35-hour work week and offers an excellent benefits package. The salary for this position will be commensurate with qualifications and experience. The City of Terrace thanks all applicants for their interest but only those being considered for an interview will be contacted.

For a closer look at what our vibrant and diverse community has to offer you and find information on moving to Terrace check out the City of Terrace website at www.terrace.ca. If you are interested in joining our team please forward a resume highlighting your qualifications referencing Posting #37-2017 to:

City of Terrace
3215 Eby Street
Terrace, B.C. V8G 2X8
Attention: Briana Pellegrino, Human Resources Manager
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or e-mail bpellegrino@terrace.ca