

Job Title: **Coordinator, Communications and Stakeholder Relations**

Department: Stakeholder Relations and Contract Management

Reports to: Executive Director, Stakeholder Relations and Contract Management

Summary

BCIB is the new provincial Crown Corporation responsible for implementing the Community Benefits Agreement (CBA) on select public infrastructure projects. The CBA prioritizes hiring of local, Indigenous, women, people with disabilities and other underrepresented groups and enables a culturally competent and respectful worksite. BCIB is committed to growing and mobilizing a safe, diverse, and skilled workforce and increase opportunities for apprenticeships.

Reporting to the Executive Director, Stakeholder Relations and Contract Management the Coordinator, Communications and Stakeholder Relations is a member of a multidisciplinary team that leads stakeholder and government relations and external and internal communications. This role is critical to the development of strategic stakeholder relationships and implementation of communications tools and strategies required to meet the commitments in the CBA, including the recruitment and retention of skilled labour, especially from groups traditionally underrepresented in the trades in BC.

The role will work with both the Communications and Stakeholder Relations teams to manage internal systems and facilitate communications to locals, Indigenous peoples, equity groups, contractors, subcontractors, stakeholders and the general public.

Essential Duties & Responsibilities

Stakeholder Relations, Partnerships and Engagement

- Support stakeholder mapping and the development and implementation of engagement strategies to establish and grow relationships with partner organizations and equity-seeking groups critical to BCIB's mandate.
- Develop, support and lead presentations and information sessions for stakeholders including the contractor community, equity groups, unions, and government organizations.
- Work in collaboration with Stakeholder Relations team on project-based communications for stakeholders such as multiple branches of government, contractors and subcontractors, and industry.
- Work closely with other BCIB departments and business units to identify and develop stakeholder initiatives and strategies as required.
- Oversee the development of stakeholder relations tools, materials, and collateral.

External and Digital Communications, and Outreach and Recruitment

- Contribute to the ongoing management of BCIB's online presence, including all social media channels, web pages, and other digital communications.
- Coordinate and implement recruitment and outreach collateral design and implementation – in communities and virtually.
- Curate and deliver daily company media monitoring reports.
- Provide website administration and support, including coordinating website updates.
- Support content development including coordinating creative contractors such as photographers.
- Graphic design support for social and online outreach and recruitment.

Government Relations and Reporting

- Copywrite and coordinate the delivery of various documents including reports, issues notes, letters to stakeholders, and internal memos, among others.
- Support the development and implementation of strategic municipal partnerships featuring co-branded collateral and resources.
- Responsible for tracking and reporting out on stakeholder engagement across the organization.

Desired Skills & Qualifications

- One to three years' related communications and public relations experience.
- Excellent plain language writing skills, including strong copywriting and copyediting skills.
- Experience with web content development is considered an asset.
- Social media management experience, including content creation, strategic planning, and comment moderation.
- Experience in community development with Indigenous communities and/or other represented groups is considered an asset.
- Computer proficiency with Microsoft Suite (Excel, PowerPoint, Word, and Outlook) and experience developing corporate and public communication materials using programs such as Canva. Experience with the Adobe Creative Suite is considered an asset.
- Experience in government, experience with media relations, and experience with issues management are all assets.
- Possess a professional and proactive work ethic, including the ability to manage multiple concurrent deadlines with excellent attention to detail.
- A willingness to work occasional evenings and weekends.

Education & Experience

- Bachelor's degree or Diploma in communications or public relations, or equivalent education plus experience.

BCIB is an equal opportunity employer and welcomes all those interested in the role to apply. BCIB staff will review all applications received, but only those shortlisted will be contacted for a follow-up interview.

Please send your resume and cover letter to jobs@bcib.ca