

Senior Communications Specialist, Community & Tenant Affairs

Stakeholder Engagement/Community Relations/Issues Management

Job ID: 4361

REGULAR FULL-TIME

Location: Lower Mainland, BC

To be considered for this role, applications **MUST** be submitted online, by clicking on 'Apply' below.

- **Join one of BC's Top Employers!**
- **Be part of an exceptional company culture with great employee benefits and a healthy work/life balance!**

BC Housing thanks all applicants for their interest; only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada.

BC Housing is a provincial Crown Corporation that develops, manages and administers a wide range of subsidized housing options for those most in need to address critical gaps across the housing continuum ranging from emergency shelter through to rent assistance in the private market and affordable home ownership. Our mission is making a difference in people's lives and communities through safe, affordable, and quality housing.

The Communications Branch at BC Housing manages a **broad range of internal and external communication activities** including media relations, public events, issues management, information campaigns, digital engagement (including social media), public engagement, and tenant communications. This professional communications team of 30 plays an integral role in ensuring that all members of the community are included and can participate in initiatives that affect them.

The Senior Communications Specialist, Community & Tenant Affairs will **focus on planning, developing, and implementing strategies that reach out to and communicate directly** with individuals and groups in the Metro Vancouver area, whose interests are being served.

The focus of this role is to engage the public and stakeholders through **community engagement plans, public events, and communications, to develop relationships and the basis for identifying common ground and working collaboratively with internal and external partners to support upcoming new development initiatives**. This role includes **issues management, strategy development, project management, community outreach, and public relations**.

This is a senior role in the Community & Tenant Affairs team and is **responsible for developing and implementing communication and engagement strategies to support a wide range of initiatives, including bringing new affordable and supportive housing opportunities** to communities as well as **supporting redevelopment and renovation initiatives**.

CANDIDATE PROFILE: The successful candidate requires the following:

REQUIRED EDUCATION & EXPERIENCE:

- Bachelor's degree or advanced diploma in communications, public engagement, or other relevant discipline.
- **4+ years of progressive experience in communications** in the field of:
 - **community relations,**
 - **public engagement,**
 - **strategic communications planning,**
 - **issues management,**
 - **stakeholder engagement,** and
 - **event planning and execution**
- Communications-related work experience in a **public sector environment** an asset

Or an equivalent combination of education, training, and experience acceptable to the employer

KNOWLEDGE, SKILLS & ABILITIES

Issues Management/Community Relations/Stakeholder Engagement

- In-depth knowledge and understanding of the philosophy, theories, and principles of communications, specifically in the public sector environment
- Strong knowledge and understanding of public engagement best practices
- Ability to work closely with internal and external partners and stakeholders in planning and implementing community engagement strategies, provide strategic communications advice, and facilitate problem solving in achieving results
- Ability to handle confidential and sensitive information in an appropriate manner while displaying a high degree of judgement, discretion, and decision-making ability
- Ability to plan, coordinate and oversee the execution of a variety of public events and announcements
- Ability to analyze, problem-solve, mediate, and mitigate difficult situations

Communications

- Ability to develop compelling collateral materials using a combination of visuals and strong writing
- Ability to write, prepare and post content to websites for both internal and external audiences
- Ability to work effectively with social media platforms
- Strong verbal, writing, editing, and presentation skills

Workstyle & Work Skills

- Strong interpersonal, organizational, and time-management skills
- Ability to work independently and as a team player and provide team leadership on various projects
- Ability to work under tight deadlines and pressures, with scrupulous attention to details
- Ability to travel on Commission business and work evenings and weekends as required
- Proficient in the use of MS Office applications (Excel, Word, PowerPoint, and Outlook)

Why Join the BC Housing Team?

BC Housing offers competitive salaries and an excellent benefits package. But a job is more than a pay cheque. We also offer our staff the opportunity to work together to make a difference. When employees go home at the end of the day, they experience the satisfaction of knowing they've helped provide safe, affordable housing for British Columbians. And while they're here, employees can take advantage of many opportunities:

- In-house training, and training at other institutions, for courses related to employees' current positions or to prepare them for advancement within BC Housing.
- Wellness programs including physical fitness, programs to help employees quit smoking, free flu shots, mental health resources, and lunch-and-learn lectures and seminars.
- Recognition programs including long-term service awards, idea recognition and outstanding performance awards.
- Livegreen incentives include an employee transit pass program, and other initiatives that encourage alternative, sustainable transportation (even a bike purchase program!).
- An active Social Club that organizes special events like seasonal parties and arranges group discounts to other events.
- Participation in community and charitable events.

** Please note: Eligibility for benefits offered is based on employment status **

How to Apply:

Please review the attached job description for a complete list of duties, qualifications and competencies. To be considered for this competition, applicants must submit a cover letter and resume clearly identifying how they meet the qualifications necessary for this position. This information will be used as part of the selection process.

Your cover letter and resume should be submitted as one document in your profile when applying for this position. Please add your cover letter to your resume and submit both documents as your resume.

Please review the Job Description prior to applying

(When there is a pop up asking if you wish to view only secure items, press no)

- As part of the application process, you will be prompted to fill out a questionnaire which must be completed in order for your application to be considered. Please allot up to 5 minutes to fill it out after submitting your resume and cover letter as one single document.
- **Only applications submitted using the Online Recruitment System at www.bchousing.org/careers will be accepted**
- If you are passionate about what you do and want to use your expertise to engage in a meaningful and challenging work, please apply to **join our team today at www.bchousing.org/careers**
- At BC Housing, we're committed to providing a healthy, safe and inclusive workplace where respect and diversity are recognized assets. We invite and welcome applications from women, visible minorities, Indigenous Peoples, Persons with Disabilities and Disabled People, persons of all sexual orientations and gender identities, and all people committed to meaningful work that makes a difference. We are committed to providing an inclusive and barrier-free work environment, starting with the hiring process. If you require accommodations at any point during the application and hiring process, please contact hr_admin@bchousing.org.
- We didn't become one of BC's Top Employers and one of Canada's Greenest Employers without a lot of thought, care and consideration for our team and environment. Our supportive and collaborative workplace balances engaging and challenging work with personal development and wellness initiatives.
- **Apply Now: www.bchousing.org/careers**

- **Have questions/issues about the application process? Please see our [FAQ's](#) for some useful information.** Follow us on [Facebook](#), [Twitter](#) + [LinkedIn](#)