

## **COMMUNICATIONS MANAGER**

**Location:** Kelowna, B.C., Syilx Territory

**Application Deadline:** 4:00 pm October 17, 2024

**Terms:** Full time, permanent

### **Information:**

The Okanagan Basin Water Board (OBWB) is a local government organization with a mandate to provide leadership to protect and enhance quality of life in the Okanagan Basin through sustainable water management. We achieve this through strategic projects and programs that support member jurisdictions in meeting their own water management goals. We are a small team with a diversity of water-focused programs and projects. You can learn more about us at [obwb.ca](http://obwb.ca)

### **Position:**

We are seeking a team-oriented, experienced communications professional to plan, facilitate and support OBWB's internal and external communications. This position supports communications for a diverse range of ongoing water-focused programs and projects. You will be successful in this position if you can flexibly manage multiple priorities, working collaboratively with staff, board directors, media, contractors, partners and the public. You have an eye for detail and very strong written and verbal communication skills informed by a degree in communications, public relations, marketing, journalism or a related field, and at least 5 years' experience, or without a degree, but with significant demonstrable past communications experience (8-10 years).

You will manage internal communications by:

- supporting the development of formal correspondence to senior governments;
- planning and managing communications for events;
- supporting meeting administration through agendas, minutes, board reports; and
- copyediting draft documents for other team members.

Working with the Communications Coordinator, you will also manage external communications by:

- supporting a robust digital engagement strategy;
- managing media events and media relations;
- developing outreach materials; and
- planning tactics to support the OBWB's Strategic Plan.

(See attached Job Description for more information)

### **Compensation and Benefits:**

**Salary Range:** \$80,000 - \$90,000 depending on qualifications and experience.

**Hours:** 35-hours per week with a flexible schedule

**Benefits:** Following a probation period, OBWB offers a competitive benefits package including health and dental, sick leave, disability insurance, vacation, and enrollment in the Municipal Pension Plan.

**Location:** Work will primarily be in-office in Kelowna, B.C., with some flexibility to work remotely or from home.

**Application Process:** We anticipate having a multiple-interview process (2 interviews, virtual or in-person). Those selected for interviews will be asked to submit samples of previous writing and references.

Please submit your resume with a cover letter in PDF or Word by 4:00 p.m., Thursday, October 17, 2024 to OBWB Deputy Administrator, James Littley, [james.littley@obwb.ca](mailto:james.littley@obwb.ca) Those selected for interviews will be contacted by October 31<sup>st</sup>.

The Okanagan Basin Water Board is committed to fostering a diverse and inclusive workplace. We are an equal opportunity employer and embrace all aspects of equity, diversity, and inclusion (EDI) in our hiring practices. We encourage candidates from all backgrounds to apply and will provide reasonable accommodations to ensure an accessible application process.

# OBWB Job Description



<b>Position Title:</b>	Communications Manager	<b>Division:</b>	Office Staff
<b>Reports To:</b>	Executive Director	<b>Date:</b>	September 15, 2024

**Job Purpose/Summary:**  
Reporting to the Executive Director, the Communications Manager plans, facilitates and supports OBWB’s internal and external communications. The primary focus is to provide strategic communications support for all ongoing programs and projects, manage media relations, board correspondence, and copy-editing. In addition, the Communications Manager will develop and implement communications campaigns to advance OBWB's Strategic Plan and elevate the organization's public profile. Secondary responsibilities include overseeing marketing initiatives as required to enhance OBWB's visibility and impact, while continuously evolving communications objectives to support the organization's mission of sustainable water management in the Okanagan Basin.

**Principal Accountabilities:** Collaborate with internal teams, board members, and external partners to ensure consistent and strategic messaging across all OBWB communications channels.

**Internal Communications:**

- Editing memos, reports and correspondence
- Support for preparation of correspondence to agencies and individuals
- Preparation of agendas, minutes and/or summaries for regular and special meetings and events
- Coordination and preparation of the Annual Report
- Develop and maintain shared events calendar and coordinate scheduling with all departments
- Provide communications support for project management, event planning, and program development
- Present communications report to Board of Directors, monthly or as required
- Proactively identifies emerging issues and opportunities on a regular basis and recommends appropriate communication approaches
- Advises board and staff on appropriate communications strategies as needed
- Maintains organized communications files, contact lists, images, etc.

**External Communications:**

- Supports staff, contractors and other stakeholders to help elevate and enhance OBWB programs, projects and services
- Develops and executes a robust digital engagement strategy for the agency, developing and updating website content
- Manages media relations including news conferences, press releases, interview coordination, and acting as spokesperson when appropriate
- Develop outreach materials and distribution to partners, including local government, community groups, media, and others
- Develop public report on board activities monthly or as needed.
- Develop, manage and report on communications-related service and supply contracts including invoicing

Other duties as assigned by the Executive Director.

**Knowledge, Skills and Abilities:**

**Required Education and Training:**

- Degree in communications, public relations, marketing, journalism or related field +5 years experience
- No degree, but significant demonstrable professional communications experience (8-10 years)

**Required Skills and Experience:**

- Team-oriented, friendly and approachable
- Excellent time management and prioritization skills with a flexible and helpful attitude
- Strong facilitation and group process skills
- Outreach and communication experience with media, the public and local government is an asset
- Ability to take initiative, exercise tact and discretion
- Strong attention to detail
- Outstanding writing and editing skills for formal correspondence, and knowledge of informal marketing/social media posts
- High proficiency with Microsoft Office including PowerPoint and Excel, Adobe Acrobat

**Desired Skills and Qualifications:**

- Proficiency in Microsoft Office, Adobe Suite, Graphic Design software etc. is an asset
- Training in local government is an asset
- Previous work in environmental/science communications is an asset

**Other Conditions of Employment:**

- Valid Class 5 B.C. Driver’s Licence
- Willingness and availability to travel within the Okanagan Valley, occasionally outside of regular working hours.

**Working Conditions:**

**Mental Stress:** Moderate mental stress possible during periods of tight deadlines; possibility of unpleasant contact with public.  
**Physical Effort:** Minimal physical effort required with duties involving alternating positions of light physical activities.  
**Physical Environment:** Minimal exposure to unpleasant or disagreeable conditions, with most hours spent in a moderated physical environment.  
**Sensory Attention:** Limited demands on sensory attention with occasional periods of medium-intensity concentration required for advanced word processing and data entry.

**Dimensions: (Annual/approximate)**

# of FTE: 1  
Employees/Dept: 2