



Shape a place  
where people  
want to be

## Public Engagement Coordinator

Full-Time Regular

Location: 4730 Kingsway, Burnaby

Join us as we help shape the place people want to be – Metro Vancouver, one of the world’s most livable regions. The services and solutions we provide are the foundation of our region’s economic, ecological and social health. This includes the areas of regional growth planning, air quality, water, liquid and solid waste management, regional parks, affordable housing and community engagement to over 2.5 million residents. We don’t stop, we don’t close and we do what is right, for now and for future generations.

We invite you to bring your skills, passion, and expertise to help us in our commitment to sustain and enhance our region’s livability. We offer competitive salaries; exceptional benefit packages with valuable pension plan; employee wellness and recognition programs; and many diverse opportunities for professional growth and development.

We deliver the exceptional services and solutions that have helped make this one of the most special, livable communities in the world, and we want you to join us. Help us shape the future of the Metro Vancouver region, and shape the place people want to be.

We need leadership, dynamism, and expertise to guide and protect the livability of our region. We need you.

**Our Liquid Waste Services Department is seeking a Public Engagement Coordinator who will plan and deliver meaningful and appropriate public engagement programs in support of major projects, initiatives and policies.**

**You are an engagement professional who is active in your community, knows the value of listening, and enjoys being part of a lively team committed to serving residents and businesses across Metro Vancouver.**

### This role:

- Plans, designs, reviews, coordinates and advises on Metro Vancouver public involvement, engagement and outreach initiatives from concept to final product; ensures compliance with public engagement and communications policies and standards, annual work plans and board priorities; recommends final approval by a superior; contacts appropriate personnel; and provides on-going guidance to departments and external stakeholders regarding initiatives, engagement approach and methodology.

- Consults with project managers and superiors to identify the public's role in the decision-making process and to define public engagement objectives; and determines the appropriate level of public engagement and suitable engagement techniques for various corporate projects and policies, including politically-sensitive initiatives in accordance with corporate policies.
- Serves as primary staff support for the administration of an assigned committee pertaining to the work; assists a superior in the implementation of work plans and business models; responds to and carries out committee directives; compiles and presents reports and defends controversial decisions; and makes presentations to municipal councils, external stakeholders and various organizations.
- Plans, develops and implements communication to external stakeholders involved in strategic initiatives; develops strategies and implementation plans; develops committee and Board reports.

Facilitates internal project team meetings and external events such as public meetings, workshops and open houses.

- Serves as primary liaison with external stakeholder groups in the development of engagement strategies related to strategic initiatives around Metro Vancouver Board strategic priorities; and represents Liquid Waste Services at various committees as required.
- Establishes and maintains effective working relationships with staff in other departments, a wide variety of external contacts at various levels within provincial and federal government agencies, municipalities and committees; coordinates various activities, programs and projects; and acts on behalf of a superior at various meetings as required.
- Directs the preparation of comprehensive reports, documents and materials for project reporting on public engagement processes and outcomes; oversees and executes the collection of engagement input; reviews, interprets, analyzes, and tracks engagement input and outcomes; and recommends course of action for policy decisions and directions.
- Prepares reports for Metro Vancouver standing committees and Boards; presents and defends public engagement plans and strategies, as well as reports summarizing public engagement initiatives; analyzes stakeholder input; and ensures impacted stakeholders and communities are reported back to.
- Develops annual work plans and budgets; and responds to discovered work plan needs as necessary.
- Directs the work of Consultants and staff assigned to projects; develops project scope and deliverables; and establishes schedules as necessary.
- Performs related work as required.

**To be successful, you have:**

- Bachelor's degree in communications, community planning, political science, public administration, public relations, marketing or a related field, plus considerable related experience, or an equivalent combination of training and experience.
- Thorough knowledge of the public engagement and communications and principles, practices, techniques,

methods and procedures applicable to the work.

- Thorough knowledge of Metro Vancouver objectives, philosophies and policies related to the work.
- Considerable knowledge of the programs, functions, activities and services of the various departments as they relate to the work performed.
- Considerable knowledge of the BC Local Government Act and the BC Freedom of Information and Protection of Privacy Act and other related policies, rules and regulations, bylaws and legislation governing the work.
- Considerable knowledge of the purpose, goals and objectives of the committees served.
- Ability to plan, design, review, coordinate and advise on public engagement and outreach initiatives.
- Ability to develop and prepare public engagement strategies, define problem areas, determine engagement methods, coordinate the collection of input from various internal and external sources, analyze and evaluate engagement and outreach data, and prepare comprehensive reports.
- Ability to direct the work of consultants and staff assigned to complex projects as required.
- Ability to provide staff support to an assigned committee and administer a program or implementation plan pertaining to the work.
- Ability to provide leadership and advice, develop concepts, and oversee major public events and engagement initiatives.
- Ability to liaise with external stakeholder groups in the development of strategic initiatives around Metro Vancouver Board strategic priorities.
- Ability to establish and maintain effective working relationships with a wide variety of internal and external contacts.
- Ability to communicate effectively orally and in writing, including the ability to communicate technical information to various internal and external audiences in lay terms and the ability to prepare various communications materials, reports and presentations.
- Class 5 Driver's License for the Province of British Columbia.

#### **Our Vision:**

Metro Vancouver seeks to achieve what humanity aspires to on a global basis – the highest quality of life embracing cultural vitality, economic prosperity, social justice and compassion, all nurtured in and by a beautiful and healthy natural environment.

*Please follow this link <http://www.metrovancouver.org/about/careers/> to our Careers page where you can submit your application by January 16, 2019.*