



Job Posting

Regional District of Central Kootenay
Nelson, BC

COMMUNICATIONS COORDINATOR

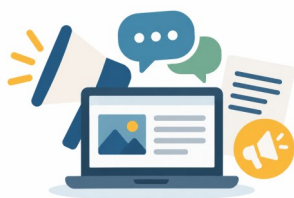
Full-Time—Benefitted

Reporting to the Senior Manager of Corporate Administration, the Communications Coordinator coordinates and delivers communications and engagement activities for the Regional District.

The position works collaboratively with departments to develop clear, timely and accessible public, stakeholder and employee communications consistent with Regional District direction, policies, protocols and brand standards.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of effective communications practices, media relations and public engagement.
- Excellent written, verbal and digital communication skills.
- Ability to translate complex information into clear, accessible and audience-appropriate communications.
- Ability to develop and deliver communications within established strategic direction, policies and protocols.
- Demonstrated understanding of media and communications channels and their appropriate use.
- Strong organizational and project coordination skills.
- Excellent interpersonal and relationship-building skills.
- Ability to work collaboratively with staff across a diverse organization.
- Ability to provide practical communications advice and support to internal clients.
- Ability to exercise sound judgment and discretion when dealing with sensitive information and emerging issues.
- Ability to identify communications risks or concerns and escalate significant issues appropriately.
- Ability to work effectively under pressure, manage competing priorities and meet deadlines.
- Proficiency with communications, digital and social media tools.
- Commitment to the RDCK values: Health and Safety, Integrity, Accountability and Respect.



REQUIRED QUALIFICATIONS & EXPERIENCE:

- Diploma in communications, public relations, journalism, marketing or a related field, with three (3) years of directly related experience. An equivalent combination of education and experience may be considered.
- Experience working with media and providing communications support in a public-sector or complex organizational environment.
- Experience developing and delivering communications materials across multiple channels.
- Experience supporting public engagement, communications projects and organizational initiatives.
- Experience providing communications support during an emergency or significant incident would be considered an asset.
- Experience managing website content using WordPress or similar content management systems. Familiarity with other platforms such as Canva and Hootsuite would be considered an asset.
- Project coordination experience would be considered an asset.

This is a full-time benefitted position working 35 hours per week. The normal starting salary for this position is STEP 2 with a range of STEP 1 - STEP 4 based on experience. The successful candidate will additionally have 3 weeks vacation and a comprehensive benefits package.

This posting along with a detailed job description can be found on our website at www.rdck.ca/jobs.

To apply please complete our online form that can be found here: [EMPLOYMENT APPLICATION](#)

Applications in the form of a resume & cover letter detailing qualifications & experience relevant to the position will be accepted **until 9:00am October 13, 2026**.

Thank you for your interest in working with the Regional District of Central Kootenay. All submissions will be acknowledged although only those individuals shortlisted to participate in the interview/testing process will be contacted. This posting may be used to fill other similar positions within the RDCK over the next six months.

For more information contact:
250.352.1515 | or visit rdck.ca/jobs