



COMMUNICATIONS MANAGER

The Cowichan Valley School District is looking for an experienced, proven-effective, and passionate Communications Manager to join our district leadership team to continue building and expanding our diverse and successful communications and engagement program.

The Communications Manager is responsible for developing and implementing communication strategies that support the goals and priorities of the district. The Manager is responsible for building and maintaining positive relationships with all stakeholders through strategic communication and good issues management. Crisis communications, issues management, and media relations are important responsibilities in this role.

Our ideal candidate:

- is able to capture “big picture” thinking, while easily executing on project details;
- is comfortable providing thoughtful communications advice to just about anyone;
- is skilled in effective media relations practices;
- can handle high-pressure crisis situations, while also enjoying longer-term communications planning opportunities and can easily switch between the two;
- has a creative mind and a desire to share the amazing work happening across the school district through stories, videos, and photos;
- is a confident self-starter who is happy working independently one minute and collaboratively with a great team the next;
- has a high degree of professionalism, and is service-oriented;
- must be comfortable working through challenging and stressful situations in a calm, focused, and supportive manner.

If you are a strategic and proactive communications specialist with solid experience in developing and executing dynamic communication strategies that work, and you sound like our ideal candidate, we want to hear from you!

Please send us a cover letter and resume clearly highlighting how you meet the following education and experience qualifications:

- university degree or equivalent training in communications, public relations, or related field;
- minimum of five years' experience in communications, public relations or a related field; a combination of education and experience may be considered;
- demonstrated experience in developing dynamic and successful communication strategies for an organization, program, or project;
- demonstrated experience in crisis communication and issues management;
- demonstrated experience in developing successful collaborative working relationships with peers and stakeholders;
- demonstrated experience effectively managing social media for an organization, including knowledge of current social media trends and best practices.

The following education and experience would be considered an asset:

- experience working in the public education sector;
- experience with filmmaking (production and editing), photography (shooting and editing), and/or graphic design using Adobe Creative Suite (Photoshop, InDesign, Illustrator, etc.);
- intermediate to advanced knowledge of web platforms such as WordPress;
- formal training in public engagement (such as IAP2).

The full job description, including the knowledge, skills, abilities, and competencies required to be successful in this role can be found online (www.sd79.bc.ca/services/human-resources/employment-opportunities/management-excluded-staff). The salary range for this position is currently set at \$62,292 – \$77,864 annually, effective July 1, 2017.

For further information about this exciting career opportunity, please contact Superintendent Rod Allen at 250-748-0321, Ext. 215 or Secretary-Treasurer Jason Sandquist at 250-748-0321, Ext. 208.

Please apply in confidence, including three references, to:

Rod Allen, Superintendent
Cowichan Valley School District
2557 Beverly Street, Duncan, BC V9L 2X3
Email: tjones@sd79.bc.ca

The deadline for applications is 12:00 p.m., Thursday, July 12, 2018. We thank all applicants for their interest, but only those selected to proceed in the recruitment process will be contacted.

About the Cowichan Valley School District

Located 45 minutes from Victoria and Nanaimo on Vancouver Island, the Cowichan Valley School District extends north to Saltair, south to Spectacle Lake on the Malahat, and west to the Lake Cowichan region.

We have a strong and vibrant First Nations community, and work hard to create an inclusive and welcoming environment for all. The district serves a student population of approximately 7,800 students in 21 school sites and has an annual budget of approximately \$98 million.

You can learn more about the district by visiting our [website](#) or our [Facebook page](#).