

Co-op Student - Communications

Approval Date:	January 2026	Department:	Communications
<input type="checkbox"/> IAFF	<input checked="" type="checkbox"/> CUPE	<input type="checkbox"/> Management	
Title of Management Supervisor:	Communications Manager		

General Accountability:

Purpose and Scope

Reporting to and taking direction from the Communications Manager, the Communications Co-Op Student contributes to and supports the development, coordination, and implementation of internal and external communications plans and materials, and public engagement activities.

Nature and Scope of Work

The successful candidate will work on a broad range of assignments. Projects may include:

- Promotional material, including event displays, news releases, advertisements, social media postings and measurement related to outreach initiatives from multiple City departments.
- Media monitoring.
- Communications materials development.
- Online information development for public communication.
- E-newsletter production to provide updates for staff.
- Photo inventory and video production to illustrate City services.
- Liaise with and respond to general inquiries from staff, other governments and agencies, residents and the public, community interest groups, businesses, media, and other contacts.
- Assist other functions within the Communications Department, (e.g., digital communications) when necessary.
- Miscellaneous duties as assigned.

Necessary Qualifications

Knowledge:

- Basic knowledge of WorkSafeBC regulations and safe work procedures.
- Basic understanding of current marketing, corporate communications and public engagement principles, best practices, methods, and techniques.
- Knowledge of content creation programs such as those included in the Adobe Creative Cloud.
- Knowledge of commonly used social media platforms and their applications in a communications context, including Facebook, Instagram, LinkedIn, and YouTube.

Skills:

- Safe work habits and practices.
- Proficiency with Microsoft Office Suite, video production software and social media.
- Excellent oral and written communication skills, including proofreading and editing.
- Excellent marketing, research (including interviewing) and report-writing skills.
- Sound project coordination skills.
- Sound analytical problem-solving skills.

Abilities:

- Multi-tasking and the ability to work under tight timelines and respond to rapid and constant changes in direction and priorities.
- Highly motivated and able to work both independently and as part of a team.

- Ability and willingness to contribute to maintaining a respectful, safe and supportive work environment that embraces diversity, along with treating everyone with courtesy, dignity and fairness.
- Must possess and maintain a valid Driver's license and produce and maintain a clean driver's abstract, as per City policy.

Education:

- Grade 12 or equivalent.
- Must be currently enrolled in a university or technical college co-op program (Communications, Journalism, Public Relations).

Preferred Criteria (For External Candidates Only)

- Ability to perform well in public forums.
- Completion of third-year communication studies.
- Experience in graphic design, photography, videography, writing and/or online fluency.

Unusual Working Conditions

- May be required to work on evening or weekend assignments.