

Communications & Engagement Specialist, 0.8 FTE (4 days/week)**West Coast Environmental Law, Vancouver, \$37,600 - \$40,000**

Reporting to the Senior Communications & Engagement Specialist, the Communications & Engagement Specialist will support our team in achieving engagement and communications goals across a variety of audiences and platforms. Seeking an individual who:

- Has the experience and commitment to help deepen our organisational engagement with individuals from all walks of life, inspiring understanding, commitment and action for systemic environmental solutions
- Is a skilled writer, with the ability to professionally design, edit, and proofread materials for print, online and social media
- Is a compelling story-teller who understands the relationship between images and words; knowledge of Adobe Suite including InDesign and Photoshop will be an important asset
- Has a solid knowledge and understanding of current digital and social media trends, and a strong facility with social media platforms including Facebook, Twitter and Instagram
- Has experience executing successful earned media campaigns.

Submit your CV and cover letter by January 25th, 2019, quoting "Communications & Engagement Specialist" in the subject line, to admin@wcel.org

Job Posted: January 5, 2019

Communications and Events Coordinator, F/T**Tabor Village, Abbotsford**

Reporting to the Capital Campaign Manager, the Communications and Events Coordinator is responsible for planning, coordinating & executing all marketing materials and for creating a communications plan that supports the capital campaign and the Tabor Village Strategic Plan. Qualifications:

- A relevant Bachelor's Degree or certificate in business, marketing or communications, with a minimum of 3 to 5 years of experience in a non-profit Christian organization is preferred
- Knowledge of Board governance is an asset
- Advanced knowledge and proven experience with social media, website development and publishing software
- Advanced knowledge of the MS Office Suite including PPT, Word, Excel and publishing software such as Adobe Acrobat.
- Advanced knowledge of using database systems & mail merge and creating newsletters
- Experienced in consulting with internal departments and maintaining strong interpersonal relationships
- Experienced in maintaining confidential information and communicating with tact, diplomacy and discretion
- Ability to work independently while maintaining energy and enthusiasm through customer service to internal and external stakeholders.

Submit your resume by February 8, 2019 with Communications and Events Coordinator in heading. Fax: 604-859-6695 - Attention: Human Resources. Mail: 31944 Sunrise Crescent Abbotsford, BC V2T 1N5; Email to sfehr@taborvillage.org

Job Posted: January 19, 2019

Communications Officer, Reg. F/T**Metro Vancouver, (4730 Kingsway) Burnaby**

Water Services Department is seeking a Communications Officer who will be responsible for external communications and engagement with different target audiences, including the public and stakeholders interested or impacted by significant drinking water infrastructure construction projects. By communicating and engaging effectively, you will help build positive relationships with communities across the region. You have excellent written and verbal communication skills, are highly organized, with superior time management skills. You have strong interpersonal skills and the ability to maintain effective working relationships with a variety of internal and external contacts. Preferably, you have related experience and a degree in Communications or related field. To be successful, you have:

- Completion of Grade 12 preferably supplemented by university graduation in a field related to the work such as social sciences, communications, media or public relations, plus sound related experience; or an equivalent combination of training and experience
- Considerable knowledge of the functions, programs, activities, objectives and procedures of assigned Metro Vancouver departments
- Class 5 Driver's License for the Province of BC.

Apply online by January 25, 2019 at www.metrovancouver.org/about/careers/

Job Posted: January 12, 2019

Development Officer, Major Gifts
St. Paul's Foundation, Vancouver

The preferred candidate will have a minimum of 3 years previous experience working in a fundraising organization, with a proven track record of fundraising success, ideally in a hospital setting. Qualifications: • Completion of a post-secondary degree and/or equivalent experience • Excellent verbal, written and presentation skills • Superior interpersonal skills to engage, motivate and leverage stakeholders both internally and externally • Strong attention to detail • Experience with Raisers Edge an asset • Able to establish and maintain positive working relationships • Excellent organizational and time management skills • Highly computer-literate with excellent Microsoft Office computer skills. • Valid driver's license • Available to work occasional weekend and evening hours • Ethical behavior: ensures own behaviour and that of others is consistent with the mission and values of St. Paul's. Send your resume and cover letter by January 31, 2019 to SPFCareers@providencehealth.bc.ca

Job Posted: January 5, 2019

Fund Development Coordinator, P/T (20 hrs/week), Posting: #19-MGT-FDC-01
Fraserside Community Services Society, New West, \$27,725

Qualifications: University degree in related field and two to four years direct experience in the field of* fundraising, marketing, communications and/or sales or an equivalent combination of education and experience; CFRE designation is an asset. Demonstrated success and evidence of ability to plan and execute a range of fund* development initiatives Experience identifying, cultivating and soliciting contacts from foundations, corporations* and individual donors Ability to create and monitor fundraising budgets; Experience working with volunteer committees or advisory groups; Ability to prepare and deliver presentations to prospective funders, donors and partners; Strong organization and time management skills, ability to manage multiple projects concurrently. Solid communication skills both verbal and written; Demonstrated commitment and ability to work effectively with diverse populations; Class 5 Driver's License and access to a vehicle; Proficiency with Microsoft Office, E-mail and Internet as well as fluency with social media* platforms and software that supports fund development Successful completion of a Criminal Record Check required. All applicants are requested to quote the posting name and number in their application for employment. Please apply with cover letter and resume noting qualifications, experience and any other information that may assist the Society in arriving at a hiring decision. Closing date: 25 January 2019. Apply to: Lynda Edmonds, Chief Executive Officer. E-mail: hr@fraserside.bc.ca

Job Posted: January 5, 2019

Human Resources Manager
District of Squamish

As the Manager of Human Resources, you: • Manage the overall development, coordination, evaluation, and administration of the District's Human Resources programs and policies • Provide expertise, advice and guidance on all matters related to labour relations including: Collective agreement negotiation, administration, and interpretation; Managing and leading grievance processes. Our ideal candidate has an extensive background in all areas of Human Resources with a recent significant focus in labour relations gained from working in a unionized environment - preferably in the local government sector. In addition to possessing your CPHR and a post-secondary degree in Human Resources or a related field, you will have a minimum of eight years of progressive experience in Human Resources in a unionized environment, with at least three years of supervisory and labour relations experience. Submit your cover letter and resume quoting competition #18-80 by January 31, 2019, 4:30 pm to: Human Resources, District of Squamish, 37955 Second Avenue, P.O. Box 310, Squamish, BC V8B 0A3; E-mail: jobs@squamish.ca squamish.ca/yourgovernment/careers/job-postings/

Job Posted: January 12, 2019

Intergovernmental & Community Relations Manager
City of New Westminster (the City)

Reporting directly to the Mayor, the new Intergovernmental & Community Relations Manager will play a key role for the City by establishing and maintaining relationships with a diverse range of partners including those in local, provincial, and federal government, local businesses, business and industry associations, educational institutions, City departments, and importantly, local residents, to support and advance the City's strategic interests. The management and coordination of sponsorships and grants will also be a responsibility for this role. This is an excellent opportunity for a politically savvy, highly relational, civic and community minded individual with government relations experience from either the public or private sector. Knowledge and understanding of the issues and priorities of the region would be ideal, as would experience in fundraising and/or sponsorship management. You have skills in: • Government Relations • Stakeholder Management • Sponsorship • Grant Writing. Your competencies in: • Communication • Interpersonal Relationships • Self-starter • Intuitive. Contact Carol Robinson at 604-998-4032 or forward your resumé, a letter of introduction and the names and contact information for three references by February 18, 2019, 4:30 pm to info@hwest.ca

Job Posted: January 19, 2019

Logistics Supervisor
Crown Packaging, (13911 Garden City Road) Richmond

The Logistics Supervisor will be involved with the financial administration, accounting and reconciliations for the Canadian operations. Responsible for overseeing shipping, logistics and delivery of finished goods. Supervise warehouse personnel and related teams, over a two-shift schedule. Responsible for the leadership of each crew with regards to safety, quality, process efficiency and the consistent application of best practices. Qualifications: • 3-5 yrs. supervisor experience • A strong communicator within a unionized manufacturing and/or shipping environment is an asset • Knowledge of managing daily routes/schedules of shipments and deliveries, tracking the progress of shipments • Proven strong safety background. Email resumé with position title in the subject to hr@crownpackaging.com

Job Posted: January 19, 2019

Manager (1 year Maternity Leave Coverage)
Soluzione Spa Products, North Vancouver, \$60,000

A spa/beauty distribution company is seeking a Manager for a 1 year maternity leave coverage. Depending on performance, the position has a possibility to develop into a permanent full-time role following the one year period. Responsibilities include, but are not limited to: Oversee sales team; Oversee warehouse staff; Inventory control; Sales & marketing to high end spas throughout Canada. Qualifications: • High school diploma; • Management or Supervisor experience; • Spa/Beauty product sales experience is a must; • Knowledge of the spa/beauty industry is a must; • A solid level of comfort and experience with computer / internet technology, including Microsoft Office and various job-related websites; • Excellent administrative, interpersonal and organizational skills; • BC Drivers' Licence with clean driving record; • Excellent written and verbal communication skills in the English language. Submit your resumé with cover letter and resumé. sales@soluzionespaproducts.com

Job Posted: January 19, 2019

Project Manager
Grime Busters Cleaning, Surrey

Read blue prints and prepare quotes for post construction cleaning including windows and grounds. Prepare quotes for two and three years in the future. Recruit on site manager and work closely to make sure things are done in a timely fashion. Recruit and hire employees to assure the accounts are properly staffed according to contract specifications. Requirements: • Management and several years of industry experience required •

Willingness to undergo a background check and drug screen in accordance to contractual obligation required.
Email resume info@grimebusterscleaning.com

Job Posted: January 19, 2019

Paralegal, F/T Temp

The College of Physicians and Surgeons of BC, Vancouver

Required skills and qualifications include the following: ! paralegal certificate or diploma preferred, with a minimum five years of work experience in a legal environment at a paralegal level ! solid working knowledge of administrative law principles and procedural fairness ! excellent written and oral communication skills, including legal drafting, editing and proofreading ! proficient at internet research and legal research databases ! proven interviewing skills ! critical thinking, analytical, and problem-solving skills ! ability to record minutes of meetings ! ability to work with discretion in preparing and handling sensitive information, with attention to detail ! ability to perform multiple tasks, balance continuous demands and priorities, and meet deadlines in a fast-paced environment ! ability to organize and set work priorities ! ability to take direction and work both independently and as a team member ! ability to demonstrate strong work ethic and initiative in a team environment ! maintain professional demeanour while communicating with internal and external parties The College of Physicians and Surgeons of BC has been recognized as one of BC's top employers since 2011 and one of Canada's top 100 employers since 2014. Our goal is to attract, develop and retain highly talented employees. Apply by Jan 25, 2019. Mail: 300-669 Howe Street, Vancouver, BC V6C 0B4; Online www.cpsbc.ca/about-us/careers

Job Posted: December 15, 2018