



COMMUNICATIONS SPECIALIST

(CONTINUING)

The Maple Ridge - Pitt Meadows School District (SD42) has an opening for a communications specialist, effective immediately. Reporting to the senior manager, communications, the communications specialist is responsible for supporting public relations, media relations, strategic communications and general communications work in the school district. The communication specialist participates in the development and implementation of district communication plans and initiatives to promote district programs, services, events and accomplishments. The specialist supports the senior manager role and steps into the acting role as necessary.

The applicant will possess:

- Bachelor's degree in English, Communications, Public Relations, Journalism or related field from a recognized institution.
- Experience in multi-platform writing and editing for diverse audiences, combined with excellent verbal and written communication skills in English.
- Proficiency with Adobe InDesign, Photoshop, Premiere Pro, and After Effects in a MacOS environment.
- Familiarity with content management systems.
- Strong attention to detail and a drive to produce high-quality work.
- Good understanding of communications and community engagement practices.
- Team player with solid organizational skills, problem solving skills and multitasking abilities.
- Ability to exercise sound judgment, tact, and diplomacy in processing sensitive and/or confidential matters and materials.
- Ability to remain calm in a crisis and to work effectively in a fast-paced environment.
- Self-starter with the ability to work autonomously with minimal supervision.

[For the Full Job Description, please click here](#)

This is a full-time permanent position inclusive of a comprehensive benefits package. To apply, please forward your cover letter, resume and [district application form](#) to applicants@sd42.ca. This posting will remain open until filled.

The district appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

For more information about our school district, visit: <http://www.sd42.ca/our-district/>