



MANAGER OF COMMUNICATIONS FULL-TIME

The Cariboo Regional District (CRD) invites qualified applicants to apply for the Manager of Communications (exempt) position within the CRD. This position will be situated in Williams Lake, BC, a thriving community with all major amenities. The Regional District is known for its agreeable climate and a vast array of outdoor recreational opportunities.

Position Summary: Under the direction of the Chief Administrative Officer, the Manager of Communications is responsible for the overall management, coordination, and budget control of the internal and external communications program. The Manager of Communications provides expert advice to senior management and elected officials on communications and public relations policies and strategies; write, coordinate, and evaluate various communications activities within deadline, including briefing documents, speeches, public presentations, press releases; and manage website and social media sites. This position will require some travel throughout the CRD for meetings as well as participation in an active Emergency Operations Centre.

Minimum Qualifications/Requirements:

- Completion of a university degree/diploma in communications, public relations, public affairs, or journalism, or equivalent experience and qualifications.
- A minimum of five years' related experience in a corporate communications environment and three years' managing employees.
- Experience working in public administration or government is a definite asset.
- IAP2 public engagement training an asset.
- Must maintain a valid driver's license.

Salary: This is a full-time, exempt position, offering a competitive salary range of \$112,517-\$120,531 and benefits package commensurate with the successful candidate's experience and qualifications.

Work Site Location: The Cariboo Regional Districts Williams Lake Office located at, Suite D, 180 3rd Avenue North, Williams Lake, BC. Travel within the regional district will be required. Applicants must maintain a valid driver's license.

Hours of Work: This position works a 9-day fortnight schedule, working 8:00 am – 4:30 pm Monday through Friday with a 45-minute unpaid lunch break and every other Monday off. The incumbent may be required to work a non-standard schedule and unexpected evenings and weekends to respond to job requirements as this position is required to provide communications expertise in an activated Emergency Operations Centre, the incumbent must have the ability to be flexible in their work schedule.

Qualified candidates wishing to apply and looking for a detailed job description please visit www.cariboord.ca/careers. Applications will be accepted by the undersigned until **4:00 pm November 8, 2026**. Applications must be in the form of a resume with an accompanying letter detailing qualifications and experience relative to the position. ***When submitting an application via email, please quote Competition #26-27.***

We thank all applicants in advance for their submissions; however, only those candidates selected for an interview will receive a response.

Bernice Crowe, Manager of Human Resources
Suite D, 180 3rd Avenue North
Williams Lake, BC V2G 2A4
www.cariboord.ca/careers

Are you interested in relocating but want to know more about why you should make the move to the Cariboo? Learn more about our fulfilling communities, long trails, and everyday play before you make the move: www.cariboord.ca/makethemove.