



COMMUNICATIONS CLERK
Full-Time, Permanent
Internal/External Posting No. 2026-23

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| Department: | Communications |
| Internal Posting Date: | March 27, 2026 |
| Internal Closing Date: | April 9, 2026 |
| External Posting Date: | April 17, 2026 |
| External Closing Date: | May 3, 2026 |
| 2026 Hourly Rate: | \$38.43 after probation |
| Hours of Work: | 35 hours per week |
| Competition No.: | 2026-23 |

The City of Dawson Creek invites applications for a permanent, full-time Communications Clerk. Under the direct supervision of the Communications & Marketing Coordinator, or designate, the Communications Clerk provides administrative and communications support for the City of Dawson Creek. This role combines strong administrative skills with hands-on communications work, ensuring accurate, timely, and professional messaging across digital channels, print materials, and public engagement opportunities. The ideal candidate is highly organized, personable, and capable of interacting with the public in a professional and approachable manner—online, over the phone, via email, and in-person at events.

Requirements:

- Completion of Grade 12 plus post-secondary training in Office Administration, Business, Communications, or related discipline.
- Minimum 1–2 years of experience in office administration, communications, or marketing support.
- Exceptional business writing skills, including experience drafting media releases or professional correspondence.
- Proficient in Microsoft Office (Word, Excel, Outlook).
- Experience using content management tools including Meta Business Suite and Canva.
- Strong keyboarding skills (60+ wpm).

What You'll Do:

- Draft and format internal and external written communications, including newsletters, social media posts, and media releases.
- Assist with maintaining and updating the City's digital communications channels, including the website, app, and social media accounts as directed.
- Provide front-line communication support by responding to inquiries from internal Staff, the public, and local businesses via email, phone, social media, and in-person.
- Assist with the administrative and logistical aspects of external and internal events, engagement opportunities, and special projects.
- Support production of promotional and public education materials, including formatting, proofreading, and distribution.

The ideal candidate possesses the capacity to perform all duties in a safe manner while fostering positive relationships with both the public and fellow staff. Please include copies of any relevant certification with your application.

Candidates should submit a résumé by emailing a word document or pdf to resumes@dawsoncreek.ca, **with the job posting name and number in the subject line, no later than 11:59 pm on the closing date referenced above.** The City thanks all applicants for their interest; however, only those selected for an interview will be contacted.

The City of Dawson Creek is committed to accommodating persons with disabilities whenever reasonably possible during the selection and employment process. You must be legally entitled to work for any employer in Canada to be eligible for this position. By applying for this position, you are giving permission for the City to contact your previous employers and references.