



## Media and Public Relations Team Leader

**Work Term:** 4-month (May 12 - August 31, 2021) and 8-month (May 12 - December 3, 2021) interim positions available  
**Hours:** 37.5 - 40 hours/week, Monday to Friday with some weekend and evening shifts  
**Hourly Wage:** \$22.35  
**Location:** Surrey, BC

### About the Employer

Dillon Consulting Limited ([www.dillon.ca](http://www.dillon.ca)) is a well-established, employee-owned professional consulting firm operating across Canada and internationally. We offer a wide range of consulting and design services related to facilities, the environment, community development and infrastructure. Dillon has been managing SHaRP on behalf of Surrey since 1996.

### Job Summary

Dillon is currently seeking a qualified candidate for the interim position of **Media and Public Relations Team Leader** to assist in the delivery of the 2021 City of Surrey Salmon Habitat Restoration Program (SHaRP) operating from the SHaRP office located in Surrey, BC. The Media and Public Relations Team Leader will promote program goals, objectives, and successes to City of Surrey residents through various media platforms and marketing campaigns under the direction of the SHaRP Program Coordinator and Client. The Media and Public Relations Team Leader will also provide outdoor field assistance to conduct environmental restoration and watershed enhancement activities as

needed. Successful applicants will receive experience and training in media relations, communications, environment focused outreach and education, project planning and management, and team supervision.

### Responsibilities

- Collaboration with other post-secondary students to implement environmental initiatives that will enhance streams and riparian areas within the City of Surrey;
- Promotion of SHaRP program goals, objectives, and successes through various marketing campaigns and media outlets including the Internet, television, radio and print;
- Scheduling, coordination, and hosting of media and promotional events throughout the duration of the program;
- Environment-focused education and public outreach to City residents and businesses, including participation in community events and development of educational resources;
- Development and delivery of the training program for up to 10 secondary students;
- Planning, implementation and supervision of daily activities;
- Assistance of field activities such as fish habitat assessments, invasive plant removal, stream bank erosion protection and stabilization, planting, and water quality sampling;
- Regular tracking of project deliverables and providing progress updates to supervisors;
- Maintaining health and safety and COVID-19 protocols; and
- Contribution to a final report and other deliverables to the Client.



## Qualifications (Required)

- Currently enrolled in a post-secondary degree or diploma program;
- Willingness and ability to work some weekends and evenings;
- A valid British Columbia Class 5 Driver's License and access to a reliable vehicle for the duration of employment;
- Clearance of a criminal record check as a condition of employment;
- Training and working experience in one or more of the following: media relations, digital graphic design (Adobe Creative Suite), social media, publications, photography and videography;
- Excellent written, and verbal communication skills with the ability to communicate effectively and in a friendly and professional manner;
- Strong work ethic and self-starter – able to effectively manage multiple priorities with tight deadlines and adapt to change within a fast-paced environment;
- Strong leadership skills and experience in working collaboratively in a team environment;
- Ability to participate in a moderate to high range of physical work outdoors in all weather conditions;
- Fluency in two or more languages would be an asset;
- Strong commitment to health and safety; and
- Experience or training in one or more of the following disciplines would be an asset: native and invasive plant identification and management; ecological principles; and fish habitat enhancement and restoration.

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## To Apply

- Submit a resume and cover letter which highlights your education and relevant work experience in [one PDF document](#) to the attention of:  
SHaRP Program Coordinator  
Dillon Consulting Limited  
Email: [sharppapplications@gmail.com](mailto:sharppapplications@gmail.com)
- Indicate which work term (4 or 8 month) you are applying for;
- Ensure the email subject line reads "Media and Public Relations Team Leader – [first and last name]";
- Examples of relevant media materials, of which you were the main creator, can be submitted with the application for review (maximum two); and
- Closing deadline: **February 28, 2021 at 11:59pm PST.**

Dillon would like to thank all applicants, however only candidates considered for an interview will be contacted.

For more information on the SHaRP program, please visit [www.surrey.ca/SHaRP](http://www.surrey.ca/SHaRP) or watch our SHaRP video playlist on the City of Surrey YouTube channel.