

LANARC

COMMUNICATIONS SPECIALIST

Lanarc is looking for a skilled, creative, and detail-oriented communications specialist to join our dynamic practice. This person will be our go-to for supporting community engagement; assisting with report writing, layout, and graphic design tasks; and managing proposal processes.

ABOUT LANARC:

- ▶ We are an established firm led by professionals with 30+ years of experience. We are located on Vancouver Island and in the Lower Mainland, with our main office in Nanaimo and supporting offices in Victoria and Vancouver.
- ▶ We specialize in landscape architecture, planning, and community engagement projects that span all scales – from a community plan to an interpretive sign and everything in between. We love variety and challenge and are known for leadership in urban design, green infrastructure, and environmental planning.
- ▶ We make engagement a hallmark of our work. We believe that effective community participation promotes understanding and recognizes citizens' needs to be active and collaborative decision-makers.
- ▶ We work with fantastic public and private sector clients who share our goals for creating sustainable and resilient communities. Our clients keep coming back for thoughtful help.

FOR THIS ROLE WE NEED SOMEONE WHO:

- ▶ **Has excellent written and graphic communication skills** – is a creative storyteller with strong written and graphic communication abilities who is able to distill and clearly communicate technical ideas and high-level concepts through words, images, and infographics.
- ▶ **Understands community engagement** – helps support community engagement processes, creates materials that are engaging and fun, and facilitates inclusive dialogue with understanding and empathy.
- ▶ **Is passionate about developing unique and winning proposals** – has experience reviewing RFPs, developing proposal content and layout, liaising with project teams (internal team members and external partners), and writing proposal content.
- ▶ **Is highly organized with an excellent attention to detail** – manages multiple responsibilities and priorities to make sure deadlines are met, communication is consistent, and processes run smoothly.

SKILLS & EXPERIENCE WE'D LIKE TO SEE:

- ▶ **School:** Degree or Diploma in Urban Planning, Urban Design, Landscape Architecture, Communications, Writing, Marketing, Graphic Design, or a related profession.
- ▶ **Work Experience:** 2-5 years in a related role with transferable skills. Experience or knowledge of design, urban design, landscape architecture, or planning is an asset.
- ▶ **Computer Skills:** Adobe Creative Suite (primarily In Design and Illustrator) and MS Office 365.
- ▶ **Communications Skills:** Demonstrated written and oral communication skills, excellent editing and proofreading abilities, and strong graphic design sensibility.
- ▶ **People Skills:** Confidence and an ability to work well with others. We value our team relationships and are always looking to maintain a team that is fun, creative, and kind.

LOCATION:

- ▶ We are open to this position being based out of Nanaimo, Vancouver, or Victoria, with occasional travel throughout B.C. to support engagement processes. If you are in Vancouver or Victoria, the position would be remote / home-based.

SALARY RANGE:

- ▶ Expected salary range for this position is \$60,000 - \$75,000 per year.

If you can imagine yourself as part of Lanarc, contact us at info@lanarcconsultants.ca and tell us why. We offer great opportunities for growing your career alongside benefits, flexibility, and fantastic colleagues.