

# Municipal Relations Student

## Detailed Job Description

### BE PART OF THE TEAM THAT BRINGS THE WORLD TOGETHER

#### **Career Opportunity: Municipal Relations Student**

The Port of Vancouver is Canada's largest, and the third largest in North America by tonnes of cargo, facilitating trade between Canada and more than 170 countries. The Vancouver Fraser Port Authority is responsible for the stewardship of the federal port lands in and around Vancouver, British Columbia. Be a part of a team that is leading the growth of Canada in a manner that enhances the well-being of Canadians and inspires national pride. We are committed to delivering economic prosperity through trade, maintaining healthy ecosystems, and enabling thriving communities.

The municipal relations team engages with local governments throughout the port authority's jurisdiction. We are hiring a highly motivated post-secondary student to work with the municipal relations team to support engagement programs and activities.

#### **ACCOUNTABILITIES**

- Review council agendas and municipal associations to monitor resolutions and find items related to port activities and deliver weekly report to internal stakeholders
- Compile and distribute report to internal stakeholders and elevate key issues in a timely manner
- Undertake special research projects to support municipal and stakeholder relations activities, as needed

#### **EDUCATION AND EXPERIENCE**

To apply for this position, you must be a full-time student who has completed at least one year of post-secondary education with plans to return to your studies for the spring 2023 semester. Preferred candidates will be working towards a communication, public relations, international relations, political science or English program or related field. Experience with research and reporting is an asset.

The successful candidate must have proficiency with MS Office applications, have excellent communication skills (written and verbal) with a high attention to detail, and the ability to juggle multiple priorities.

#### **SPECIFIC COMPETENCIES**

You are an independent and self-motivated individual with excellent interpersonal skills, including tact, diplomacy and strong research and reporting abilities. You are enthusiastic, outgoing, detail oriented, reliable and resourceful, and a creative thinker. You have an excellent command of the English language, both oral and written. Previous experience in communications, or process management is an asset.

#### **WORKING CONDITIONS**

The position will be fully remote. If desired, there is an option to work out of the Delta Community Office on Saturdays.

#### **NORMAL HOURS OF WORK:**

Term from August 2023 to December 2023. Extension dependent on program funding and student eligibility.

This position will work up to 7.5 hours per week.

**RATE OF PAY:** \$25.00 per hour



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The health and safety of our employees is a priority, and the Vancouver Fraser Port Authority is committed to ensuring a safe workplace. Vaccinations, in combination with other preventative health and safety measures, offer the best available protection against COVID-19 and that is why port authority employees are required to be fully vaccinated against COVID-19. Providing proof of vaccination against COVID-19 is a condition of employment.

Candidates may be accommodated for this requirement if they are approved for a legal exemption; accommodation may be requested only for religious and medical reasons, or other protected grounds under the Canadian Human Rights Act. If you're seeking accommodation to the COVID-19 vaccination requirement, please indicate your request during the recruitment process.

Vancouver Fraser Port Authority is dedicated to employment equity and a workplace reflective of the diversity of our community.

## About Us

As a Canada Port Authority governed by the [Canada Marine Act](#), our mandate is to responsibly facilitate Canada's trade through the Port of Vancouver, the country's largest port. We are accountable to the federal minister of transport, and we work for the benefit of all Canadians.

### Our Mission

Our mission is to enable Canada's trade objectives, ensuring safety, environmental protection and consideration for local communities.

### Our Vision

Our vision is for the Port of Vancouver to be the world's most sustainable port.

### Our Definition Of A Sustainable Port

A sustainable port delivers economic prosperity through trade, maintains a healthy environment, and enables thriving communities through collective accountability, meaningful dialogue and shared aspirations.

Learn more about our approach to [sustainability](#).

### Our Values

- Accountability
- Continuous Improvement
- Collaboration
- Customer Responsiveness



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