



Title: Communications and Engagement Co-op

Classification: Co-op student level 1

JOB OVERVIEW

This 8-month co-op opportunity (September 2026-May 2027) is a paid full-time co-op opportunity within the BC Public Service. This position is designed for current students enrolled in a co-op program. This co-op provides direct work experience and an orientation to government, encouraging participants to consider a career in the BC Public Service post-graduation. Co-op students will gain valuable skills and public service experience through learning, coaching, and mentorship.

ROLE OVERVIEW

Join the Health Professions and Occupations Regulatory Office, a new independent office that oversees health professional regulatory colleges to increase accountability, transparency, and accessibility in the interest of the public.

Reporting to the Director of Engagement and Strategic Planning, this role provides the opportunity to gain hands-on experience in public sector communications, engagement, and outreach. The Communications and Engagement Co-op supports the development and delivery of public-facing communications materials, website content, stakeholder engagement activities, awareness initiatives, outreach efforts that help increase understanding of the Office's mandate and services. The role works collaboratively with staff, partners, subject matter experts, and may require administrative supports. The role contributes to engagement initiatives, content development, relationship-building activities, and projects that advance transparency, accessibility, reconciliation, and meaningful public participation across British Columbia.

This position is within a small, high-performing team of three people, one Director, one Communications and Intake Officer, and one Indigenous Relations Analyst.

SALARY & EMPLOYMENT TYPE

- Annual salary classified as Public Service Co-op Program- Level 1, at a Grid 7 Step 3 level, at \$53,247.48 annually as of April 5, 2026. [Cooperative Education Training Program - Province of British Columbia](#)
- Temporary 8-month appointment (auxiliary employee)

ACCOUNTABILITIES

- Prepares internal and external communications materials such as announcements, news releases, backgrounders, questions and answers, web content, social media content, intranet pages, newsletters, surveys, videos.
- Supports planning and coordination of public events such as open houses.
- Develops presentations to senior executives, government officials, and external organizations.
- Discusses communication priorities with program managers and subject matter experts to identify needs, requirements, and objectives.
- Writes and edits a variety of communication materials such as web content, social media, articles, editorials, brochures, publications, speaking notes, briefing notes, presentations, and other written communication products.
- Ensures communication materials are accurate, appropriate in language and tone for the audience, consistent with office policy.
- Ensures consistency and accuracy of messaging.
- Conducts research to identify target audiences and develops options that maximize the impact of communications.
- Identifies communication issues or potential issues related to program area activities.
- Maintains engagement records.
- Attends engagement functions in person and online.
- Supports with event preparations.

JOB REQUIREMENTS

- Co-op Level 1 – registered in a recognized co-op program at the undergraduate level
- A minimum of 1 year experience in communications and/or engagement (can be work or volunteer experience)
- A passion for communicating and engaging with diverse populations

KNOWLEDGE, SKILLS & ABILITIES

- Excellent written and oral communication skills.
- Proficient in all Microsoft apps, including excel for engagement tracking purposes
- Excellent digital organizational skills

Preferences

- Has experience with Canva and graphic design.
- Can demonstrate cultural safety and humility.
- Experience in hospitality, event planning, and customer service is considered an asset.

SECURITY SCREENING

- Successful completion of security screening requirements of the BC Public Service, which may include a criminal records check, and/or Criminal Records Review Act (CRRA) check, and/or enhanced security screening checks as required by the ministry (Note: It is important that you read the job posting carefully to understand the specific security screening requirements pertaining to the position).

BEHAVIOURAL COMPETENCIES

- **Teamwork and cooperation** is the ability to work cooperatively within diverse teams, work groups and across the organization to achieve group and organizational goals. It includes the desire and ability to understand and respond effectively to other people from diverse backgrounds with diverse views.
- **Analytical thinking** is the ability to comprehend a situation by breaking it down into its components and identifying key or underlying complex issues. It implies the ability to systematically organize and compare the various aspects of a problem or situation and determine cause and effect relationships ('if...then...') to resolve

problems in a sound, decisive manner. It checks to ensure the validity or accuracy of all information.

- **Information seeking** is driven by a desire to know more about things, people, or issues. It implies going beyond the questions that are routine or required in the job. It may include 'digging' or pressing for exact information, resolution of discrepancies by asking a series of questions, or less focused environmental 'scanning' for potential opportunities or miscellaneous information that may be of future use.
- **Cultural Agility** is the ability to work respectfully, knowledgeably and effectively with Indigenous people. It is noticing and readily adapting to cultural uniqueness in order to create a sense of safety for all. It is openness to unfamiliar experiences, transforming feelings of nervousness or anxiety into curiosity and appreciation. It is examining one's own culture and worldview and the culture of the BC Public Service, and to notice their commonalities and distinctions with Indigenous cultures and worldviews. It is recognition of the ways that personal and professional values may conflict or align with those of Indigenous people. It is the capacity to relate to or allow for differing cultural perspectives and being willing to experience a personal shift in perspective.
- **Self-discovery & Awareness** means understanding one's thoughts, feelings, values and background and how they impact the success of the interaction and relationship, or how they may influence one's work. It is recognizing one's own biases by tracing them to their origins, through reflection and by noticing one's own behaviour—and then intentionally seeking a way forward that positively impacts the interaction and relationship. It means maintaining new ways of thinking and acting when situations become difficult or uncertain, or in times of urgency.

APPLICATION

Please submit your **resume** and a **cover letter** with “CO-OP student_ NAME” in the subject line that details your interest and how you meet the job requirements to Mackenzie.Creasser@hporoo.ca by **August 30, 2026**.

Emails not containing one or both documents listed above will not be reviewed. Complete applications without the “CO-OP student_ NAME” in the subject line may be missed.