



YYJ

VICTORIA
INTERNATIONAL
AIRPORT

201-1640 Electra Blvd
Sidney, BC, Canada V8L 5V4

T 250.953.7500
F 250.953.7509



JOB POSTING

Communications Coordinator

Competition No. #2026-05

Starting Hourly Rate: \$43.87 (after completion of 6-month probation: \$46.19)

Classification Band 5

Victoria International Airport (YYJ) is Vancouver Island's gateway to the world, connecting more than 1.9 million passengers annually to key domestic and seasonal international destinations. Operated by the Victoria Airport Authority (VAA), a not-for-profit, non-share capital organization, YYJ plays a vital role in regional connectivity and economic growth. VAA operates from the homeland of the W̱SÁNEĆ people whose historical relationship to the land continues to this day.

YYJ has been recognized as one of BC's Top Employers annually since 2020. It has also received the Airports Council International award for Best Regional Airport in North America in 2012, 2014, 2020 and 2024. Since April 1, 1997, the Victoria Airport Authority has managed and operated YYJ on behalf of the surrounding communities, delivering a safe, secure, sustainable, and efficient airport experience.

Career Opportunity:

Are you a creative storyteller, skilled communicator, and digital-savvy professional looking to make an impact in a dynamic, community-focused organization? Victoria Airport Authority (VAA) is seeking a **Communications Coordinator** to help bring the story of Victoria International Airport (YYJ) to life through engaging communications, marketing, and stakeholder engagement initiatives.

Reporting to the Manager, Communications and Engagement, this role is ideal for someone who thrives in a fast-paced, public-facing environment and enjoys creating meaningful content across multiple platforms. From social media and web content to marketing campaigns, media relations support, internal communications, and community engagement initiatives, the Communications Coordinator plays a key role in shaping how VAA connects with employees, passengers, partners, and the broader community.

Working collaboratively across departments, the successful candidate will help communicate airport operations, projects, and initiatives through timely, engaging, and impactful communications aligned with VAA's brand and values. This unionized position works a 37.5-hour work week during regular administrative office hours and offers a competitive compensation package, including comprehensive benefits. If you are a strong writer, creative thinker, and organized communicator who enjoys building relationships and creating impactful communications, we encourage you to apply.

Requirements:

The ideal candidate will have:

Education & Experience:

- Completion of an undergraduate degree or other post-secondary education in communications, journalism, public relations, marketing, or a related discipline (or an equivalent combination of education and experience).
- Minimum of three (3) years of recent experience in communications or public relations.
- Previous experience in an airport, transportation, or public-sector environment is an asset.

Knowledge of:

- Corporate communications and public engagement principles and strategies.
- Indigenous history in Canada and W̱SÁNEĆ values and culture.
- Accessibility and inclusive communication standards applicable to public-facing materials and digital content.
- Digital and traditional media, including website management, social media, video production, and visual content.
- Current trends in digital communications, media relations, and stakeholder engagement.

Skills and abilities:

- Excellent written and verbal communication, presentation skills, and strong attention to detail.
- Ability to build effective working relationships with diverse interest holders.
- Strong organizational skills with the ability to manage multiple priorities and meet deadlines.
- Sound analytical, problem-solving, and judgment skills.
- Proficiency in MS Office; familiarity with content management systems (e.g. WordPress), social media scheduling tools, or design platforms (e.g. Canva, Adobe) is an asset.
- A collaborative, team-first attitude with the initiative to contribute ideas and take ownership of tasks.
- Commitment to confidentiality, privacy, and information security standards.

Required Security Clearance:

- Must be eligible to work in Canada.
- Must be willing to work outside normal work schedule to meet operational requirements as needed.
- Within six (6) months of hire, the successful candidate must obtain and maintain the appropriate level of Airport Security Clearance (RAIC) as a condition of employment.**

VAA is part of the federally regulated air transportation sector and employees must abide by any potential future federally mandated health measures (e.g. COVID-19 vaccination/booster shots).

Please refer to the full list of Requirements and Duties as found in the job description on [VAA's website](#).

VAA Values

VAA has an incredibly bright future ahead and its success depends entirely on our team of very talented, dedicated staff. We want to ensure VAA is an environment where our people thrive and is an organization where people are proud to work, where our culture is admired and where career aspirations are fulfilled. At VAA we're proud to be living our Values:

People	We work as a team, supporting and respecting one another to bring out the best in each of us.
Excellence	We lead in safety, quality, and innovation to create exceptional experiences.
Integrity	We ensure that honesty, equity, and accountability are the cornerstones of everything we do.
Community	We foster meaningful relationships through service excellence and responsible stewardship.

Applications:

Take your career to new heights – submit your application today!

Interested applicants may submit their Cover Letter and Resume quoting Competition #2026-05 by emailing Agilus Work Solutions by **4:00 pm, Monday, June 8th, 2026** at rarsenault@agilus.ca.

VAA is located on the homelands of the W̱SÁNEĆ People and as a result, qualified self-identified Indigenous applicants are encouraged to apply and may be given preference during the recruiting and selection process.

VAA values inclusion and accessibility and is committed to providing reasonable accommodation for applicants and employees with disabilities. If reasonable accommodation is needed to take part in the job application or interview process, please contact humanresources@yyj.ca .

Please ensure your application clearly identifies how you meet the education, experience, and knowledge requirements stated in the job description. Applicants must be legally entitled to work in Canada.

We sincerely appreciate the interest of all applicants; however, only those selected for further consideration will be *contacted*.

*** The Restricted Area Identification Card (RAIC) is a security pass issued by local airport authorities to all non-passengers working in the restricted areas of airports.*