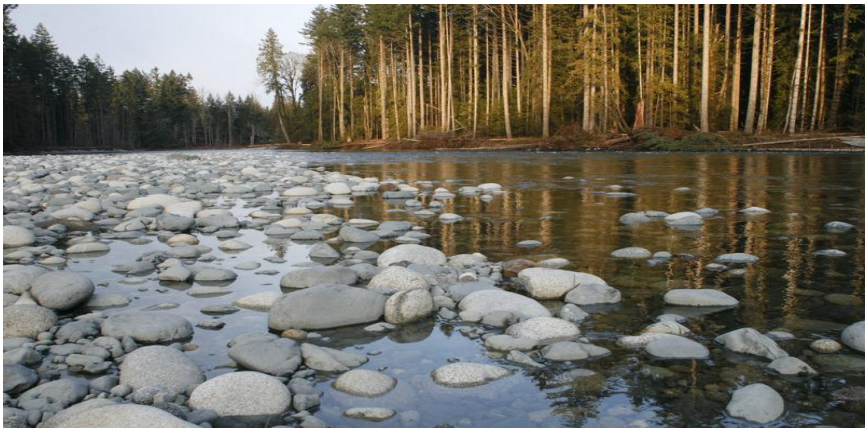
REGIONAL DISTRICT OF NANAIMO

EMPLOYMENT OPPORTUNITY



Employee Engagement Specialist

Temporary Full-Time | External
Human Resources & Safety
Competition No.: 2026-1116

www.rdn.bc.ca

rdncareers@rdn.bc.ca

APPLICATION DETAILS

To apply for this position, send your cover letter and resume to **rdncareers@rdn.bc.ca,** clearly highlighting your education, experience, and qualifications relevant to the role. **Please quote 2026-1116 in the subject line of your email to ensure proper processing.**

Applications will be accepted until: 4:00 pm on September 8, 2026.

A Criminal Record Check is a condition of employment with the Regional District of Nanaimo.

We thank all applicants in advance for their interest; however, only those selected for further consideration will be contacted.

ABOUT THE ROLE

The Regional District of Nanaimo is seeking a temporary full-time Employee Engagement Specialist with the Human Resources & Safety department.

As the Employee Engagement Specialist, you'll play a key role in shaping the employee experience at the RDN. In this role, you'll develop and enhance employee engagement strategies, coordinate key corporate programs, and provide expertise on initiatives that support employee experience, inclusion, accessibility, and organizational success. Working across departments, you'll help advance the goals of the RDN People Plan and Accessibility Plan while contributing to a positive and engaged workplace.

QUALIFICATIONS

The ideal candidate will have a diploma or certificate in human resources management, organizational development, communications, business administration, office administration, or a related discipline, supplemented by five (5) years of human resources-related experience developing and/or coordinating corporate programs that enhance employee experience and improve human resources operations. Experience working in a public sector environment is preferred. An equivalent combination of education and experience may be considered.

POSITION DETAILS

This is a temporary full-time exempt position until April 2, 2027, with the possibility of ending early or extension based on operational needs. The position offers 35 hours per week with a salary range of $101,404 to $116,364, plus a competitive benefits package including the option to participate in the RDN's flex days program.

REGIONAL DISTRICT OF NANAIMO

Job Description

POSITION TITLE: **Employee Engagement Specialist**

REPORTS TO: Manager, Human Resources

DIRECT REPORTS: N/A

JOB FAMILY: Professional Technical, Level 2

POSITION SUMMARY

Reporting to the Manager, Human Resources, the Employee Engagement Specialist is responsible for developing, implementing, and maintaining strategies, policies, and programs that enhance employee experience and engagement to support the organization's success and contribute to the attraction and retention of top talent. This position provides professional knowledge and expertise in the area of employee engagement, identifies issues, and recommends solutions that apply best practices and further corporate objectives. The incumbent collaborates with Human Resources and Safety Team members to coordinate delivery of employee engagement-related programs, including employee recognition, employee development, and new employee orientation programs, and to create a positive work environment that fosters a culture of belonging, promotes productivity, and enhances a diverse, equitable, inclusive, and accessible workplace experience. This position will play an integral role in coordinating delivery of the Regional District of Nanaimo (RDN) People Plan, a corporate human resources plan, and the Board-adopted 2023-2026 RDN Accessibility Plan.

PRIMARY DUTIES AND RESPONSIBILITIES

- Develops and implements employee engagement strategies, including employee recognition, employee appreciation, and onboarding.
- Supports the Manager, Human Resources, and the Chief Human Resources Officer in coordinating Accessibility Committee work plans and initiatives, developing new Accessibility Plans, and measuring progress on Accessibility Plan goals.
- Promotes inclusion, diversity, equity, and accessibility (IDEA) within the RDN, supporting the organization's continuous journey and providing guidance to internal partners implementing IDEA initiatives.
- Facilitates inclusive change management and internal communications and engagement plans through recognized consultative processes that enhance the success and acceptance of corporate organizational changes impacting employees.
- Develops and administratively coordinates the corporate orientation and onboarding program for new employees and the offboarding program for departing employees.
- Collects and analyzes employee feedback through various methods, including employee engagement surveys and pulse checks, making recommendations to the Manager, Human Resources in response to feedback.
- Creates, implements, and/or maintains recognition programs/initiatives to celebrate employee achievements.
- Supports the Manager, Human Resources, in the development, implementation, and maintenance of effective internal communication strategies, systems, and practices to foster an inclusive and transparent organizational community and the timely sharing of internal news and information.
- Organizes and coordinates employee events.
- Collaborates with the Talent Management Specialist to assess corporate needs, align training offerings with the commitments in the People Plan, develop the annual corporate training calendar, identify and select facilitators and trainers, and oversee the administrative coordination of employee training and development events as directed.
- Leads training, consultative processes, working groups, and employee-led initiatives as directed, and oversees the work of staff or consultants performing similar work.
- Reviews and adheres to safe work procedures, ensures adherence to safe work procedures in the workplace, and generally promotes a safe work environment.

QUALIFICATIONS

REQUIRED EDUCATION AND EXPERIENCE

- Diploma or certification in human resources management, organizational development, communications, business administration, office administration, or a related discipline.
- Five (5) years of human resources-related experience developing and/or coordinating corporate programs to enhance employee experience and improve human resources operations.
- Public sector experience is preferred.
- An equivalent combination of education and experience may be considered.

SKILLS AND ABILITIES

- Effective written communication abilities, specifically in preparing memorandums, presentations, policies, procedures, and formal internal communications with limited assistance.
- Demonstrated proficiency in developing and coordinating the administrative delivery of employee or corporate programs and employee or corporate events.
- Ability to manage complex projects, apply project management principles to organize work, and keep projects on schedule, within scope, and within budget.
- Ability to establish and maintain effective working relationships with a variety of internal and external contacts and successfully influence without authority.
- Strong interpersonal skills with the ability to develop and maintain respectful and professional working relationships at all levels of the organization.
- Ability to conduct research, apply analytical skills, and develop original written materials for review and decision by senior decision-makers.
- Ability to work independently to deliver changes to policies, processes, and procedures, demonstrating consideration of change management practices and proactive communication of progress.