

JOB PROFILE – Communications Coordinator



The Communications Coordinator role is to enhance and protect Harbour Air’s brand reputation through strategic media relations, storytelling, corporate communications, and internal engagement. This role will be instrumental in building strong relationships with media, stakeholders, employees, and the public while driving positive exposure for the company’s initiatives, services, and sustainability efforts.

WORK HOURS: Monday to Friday
LOCATION: YVR
TERM: FTR
DEPARTMENT: Marketing
COMPENSATION & AND BENEFITS: Competitive wages, flight perks (including buddy passes and global inter-airline partnerships), discounts at local restaurants and partner organizations, staff events and much more!

Responsibilities and Expectations

External Communications:

- Develop and implement strategic PR campaigns to promote Harbour Air’s brand, services, and corporate initiatives.
- Develop and nurture relationships with key external stakeholders, including DMOs, partners, and industry influencers
- Plan and execute strategic external communication campaigns that increase brand awareness and engagement
- Build and maintain strong relationships with local, national, and industry media outlets.
- Proactively pitch stories, secure media coverage, and manage press inquiries.
- Draft compelling press releases, media advisories, speeches, and key messages.
- Monitor media coverage and industry trends, providing insights and recommendations.

Media Relations:

- Manage crisis communications and reputation management strategies.
- Coordinate and support Harbour Air’s participation in industry events, press conferences, and public engagements
- Collaborate with marketing and social media teams to align PR efforts with broader communication strategies.
- Develop and manage partnerships with key stakeholders, influencers, and community organizations.
- Monitor Media coverage and prepare regular reports analyzing company’s media presence and sentiment.
- Review and coordinate all media bookings, FAM trips working cross-functionally with other departments for seamless execution

Internal Communications:

- Own and manage internal communications strategies, ensuring employees are informed, engaged, and aligned with company goals.
- Create and distribute internal newsletters, executive messages, and internal announcements.
- Facilitate two-way communication between leadership and employees, fostering a positive and transparent company culture.
- Support employee engagement initiatives, including town halls, recognition programs, and internal events.

JOB PROFILE - Your Flight Path to Success

Qualifications/Assets

- Bachelor's degree in marketing, Communications or related field + 3 years of experience in communications roles preferably in airline industry, or comparable combination of education and experience
- Experience with media dissemination tools, News wire, Cision etc.
- Adaptable to changing business needs, priorities, and regulatory requirements
- Ethical and professional conduct and ability to uphold confidentiality and discretion in work matters
- Ability to create positive work environment and build professional relationships
- Strong written and verbal communication skills
- Ability to multitask and deliver on competing priorities

ABOUT HARBOUR AIR GROUP

- Launched in 1982, Harbour Air is North America's largest seaplane airline. With around 500 employees, it flies more than half a million passengers annually both within BC and to/from Seattle, USA.
- Our people are the backbone of our organization, and we are committed to creating a culture that inspires one another to achieve extraordinary success. We have regularly been honored as the recipient of numerous awards including Canada's Best Managed Companies, BC's Top 55 Employers, and Canada's Most Admired Corporate Cultures.

APPLY NOW: Email your resume and cover letter to jobs@harbourair.com #quoting 25-16 Communications Coordinator, YVR

DEADLINE: Until Filled

We thank all applicants for their interest, however only those candidates selected for interviews will be contacted.

Harbour Air is an equal opportunity employer, we are committed to Diversity and Inclusion and value a diverse workforce. Together, we continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees. It fuels our innovation and connects us closer to our customers and communities we serve.

Harbour Air is committed to developing a barrier-free recruitment process and work environment. Accommodations in relation to the job selection process are available upon request. If you require any accommodation, please email jobs@harbourair.com and we'll work with you to meet your accessibility needs.