



k^wik^wə́ləm
Kwikwetlem First Nation

COMMUNICATIONS MANAGER

About k^wik^wə́ləm (Kwikwetlem) First Nation

k^wik^wə́ləm First Nation are a distinct BC First Nation whose traditional territory centres on the Coquitlam Lake Watershed and the surrounding areas. k^wik^wə́ləm draw our name “Red Fish Up the River” from a run of sockeye salmon that once flourished in the Coquitlam River and Coquitlam Lake prior to the construction of the Coquitlam Dam. Our name reflects the strong connection our people have always had to our lands, and the river and lake at the heart of our traditional territory. The traditional language of the k^wik^wə́ləm people is hə́h̓q̓əmiḥə́m̓, previously Downriver Halkomelem. Our people descended from Elders who were renowned as spirit and winter dancers, skilled canoe builders and master sturgeon and salmon fishers. The Nation is committed to building a strong, self-governing Nation which honours our rich culture, language and history and is based on ancient Coast Salish laws and protocols. Today, as in the past, we are guided by our teachings of our ancestors to be stewards and guardians of our lands and water for past, present and future generations.

About the Opportunity

k^wik^wə́ləm First Nation has an exciting opportunity for a full-time Communications Manager to join our close-knit team located at our government administration office in Coquitlam, BC. The Communications Manager reports directly to the Nation’s Chief Administrative Officer and is a member of the Nation’s Management Team. The Communications Manager supports Chief and Council and all government departments to share information and provide greater transparency on the Nation’s activities and governance; promotes membership engagement in community programs, services and events and decision-making activities and increases public, government and stakeholder awareness of the Nation, our role as stewards and guardians of our territory and our rights and title to our land.

The Communications Manager is responsible for membership communications, external communications, media relations and issues management, brand management, event marketing and also plays a key role in supporting government, stakeholder and community engagement activities.

Responsibilities will include, but are not limited to:

- Prepares, implements and evaluates Communications Plans to support the Nation’s Comprehensive Community Plan and Strategic Plan as well as specific departmental initiatives.
- Provides advice and guidance to managers and staff on communications strategies and tactics to help them achieve their goals and objectives. Participates as a member of the Nation’s Management Team.
- Conducts surveys to determine membership communications and engagement preferences and evaluates the effectiveness of the Nation’s communications and engagement strategies and tools.
- Advises Chief and Council on public and media relations strategies, including prepares key messages and suggested quotes for press releases, organizes media relations and public speaking training, writes news releases, facilitates media interviews and prepares presentations for public events.
- Manages the production of a bi-weekly email newsletter for members and staff as well as other newsletters prepared by other departments.
- Hires and manages external suppliers to produce videos for the Nation and consults with videographer(s), government staff and Chief and Council on the production of videos.
- Manages social media platforms (Members-Only Facebook Page and Government Facebook Page, Twitter, Instagram, LinkedIn and YouTube) and ensures these channels are being optimized to support communications goals. Creates social media posts, shares content created by other key stakeholders, monitors membership feedback and public engagement and evaluates social media usage.

- Liaises with other levels of government (federal, provincial and municipal) and other stakeholders to ensure the Nation is properly consulted and represented in joint communications materials such as press releases, newsletters and videos that pertain to the Nation.
- Reviews and makes changes to Communications policies to ensure they reflect membership needs and communications best practices.
- Manages the Nation's website www.kwikwetlem.com which includes creating and uploading content, reviewing website navigation and preparing Google Analytic reports on website usage to ensure our website is being used as an effective communications tool for the Nation and our members.
- Designs a wide range of communications materials such as flyers, brochures and social media posts using Canva. Provides training to staff in how to apply our brand standards to create simple communications materials using Canva.
- Supports community engagement strategies such as develops and administers surveys on the Nation's Survey Monkey account and facilitates official membership voting using OneFeather.
- Manages the Nation's brand guidelines ensuring that all communications materials reflect our brand standards including the proper use of the Nation's brand assets (e.g., logos, wordmark, photographs).
- Helps to plan events, develops communications materials to market events and promotes events to encourage membership participation.
- Manages the writing, design and production of the Nation's annual report.

About the Ideal Candidate

- You have a bachelor's degree in Communications or Public Relations.
- Minimum 5 years of related experience in communications with proven, effective people leadership/mentorship skills.
- Work experience in government communications, for a First Nations or Indigenous organization or a non-profit or NGO organization focused on sustainability is advantageous.
- Knowledge of Canada's Indigenous people and experience working with, or on behalf of First Nations, is considered an asset.
- Excellent writing and editing skills with an ability to distill complex messages into simple, plain language that is easy to understand.
- You are self-managed, goal oriented and finish what you start.
- Strong organizational skills with an able to multi-task, priority set and meet deadlines.
- Demonstrated high emotional intelligence, strong analytical skills and integrity with a commitment to team-driven success and leading by example.
- Skills in photography and/or graphic design would be considered strong assets.
- Strong digital skills with a knowledge of email marketing programs (e.g., MailChimp), social media platforms, online surveys and experience with website content management platforms.
- Strong proficiency and computer experience working with Microsoft Office products including Word and PowerPoint.
- Ability to work flexible hours occasionally
- Valid BC Driver's License with a reliable vehicle and appropriate insurance.

About the Rewards

In exchange for your hard work and dedication, you will be rewarded with a competitive salary based on your experience. After successfully completing the first three months of employment, you will be eligible for a comprehensive employee benefits package that includes:

- Extended Health, Dental, Vision benefits, Short-Term, Long-Term and Life Insurance
- Family and Employee Assistance Program
- Registered Pension plan with an employer match

This is a great opportunity to contribute at an exciting time of growth and change within the Kwikwetlem Nation, and to be a part of a team that creates a place that supports growth and promotes the values of the Kwikwetlem people. If this opportunity matches your values, education, and experience, please send a cover letter indicating your salary expectations and resume to ruchita.tolani@kwikwetlem.com.

We thank all applicants for their interest, however only short-listed candidates will be contacted.