



## COMMUNICATIONS MANAGER

### About The Kwkwetlem First Nation

The Kwkwetlem community are proud downriver Halkomelem speaking Coast Salish people who descended from a tradition of Elders who were renowned as spirit and winter dancers, skilled canoe builders, and mastersturgeon and salmon fishers. The Kwkwetlem people are guided by the teachings of their Elders to respect, care for, and protect their Nation, culture, and lands, waters, and resources for past, present, and future generations. Their culture and heritage are the legacy of their ancestors and are what defines and unites the Kwkwetlem people.

### About the Opportunity

The Kwkwetlem First Nation has an exciting opportunity for a full time Communications Manager to join our management team in Coquitlam, BC.

The Communications Manager reports directly to the Director, Operations and is responsible for leading the Nation's communications and engagement efforts with a focus on the creation and execution of a strategy that supports the Nation's long-term objectives. Collaborates closely with Chief & Council to support media relations, issues management, strategic communications, stakeholder relations and publicity.

### Responsibilities will include, but are not limited to:

- On a day-to-day basis, advises departmental managers, Chief & Council and other staff on communications matters related to key initiatives.
- Advises Chief & Council regarding the Nation's media strategy; trains spokespeople and supports spokespeople with interview preparation; writes news releases, information bulletins and assists with the creation of bios
- Liaises with related agencies and organizations (provincial government; health authorities; police; fire) to ensure effective and timely coordination of information to the public
- Leads communications and engagement efforts to develop, implement and maintain a comprehensive communications and engagement plan including monitoring, evaluating, and reporting on activity in support of the Nation's community plan.
- Liaising with community membership and/or media on issues and questions related to the key initiatives, and arranging interviews with staff or elected leaders as appropriate; developing, or supervising the development of a wide range of written materials, including news releases, backgrounders and social media content; developing communications strategies that support successful business outcomes; tracking metrics and trends to make insight driven decisions regarding pitches and media strategy; and liaising with other government agencies and stakeholders as required.
- Provides communications project support including developing a wide variety of publicity and informational materials including web copy, news releases, newsletters, speaking notes and social media content
- Accountable for managing the Nation's website and digital platforms, optimizing these and social media channels to promote the work and ensure open communications and networking opportunities that meet the needs of membership.



- Keeps up to date on best practices and various methods of engagement being utilized in other communities
- Maintains up-to-date knowledge on branding, marketing and communications issues, trends, and long-term implications to manage risk of the Nation's brand strategy

### **About the Ideal Candidate**

- You have a background in leadership, communications and engagement, media relations with strong analytical skills and ability to problem solve with good decision quality.
- Experience working with First Nations communities in a fast paced, ever changing environment
- You see the interdependent connection between businesses and departments which allows you to make informed and intentional decisions through strong critical thinking skills.
- Your confidence and tact when working with others enables you to share ideas and recommendations with large groups in an engaging way.
- You are self-managed, goal oriented and finish what you start.
- Post-secondary degree in public administration/public policy, Indigenous studies, political science, environmental studies, resource management, policy, or a related field
- Minimum 5 years of directly related management experience with proven, effective people leadership/mentorship and staff development
- Demonstrate high emotional intelligence, patience, and integrity with a commitment to team-driven success and leading by example
- Excellent communication and listening skills with a holistic, human-first approach to overcoming challenges combined with highly creative approach to problem solving
- Proficiency and experience working with technology, with advanced MS Office skills
- Valid BC Drivers License with a reliable vehicle and appropriate insurance
- Able to travel to attend conferences or business meetings from time to time

### **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 [hr@kwikwetlem.com](mailto:hr@kwikwetlem.com).

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