

Job Opening & Looking to Hire ASAP!

### **Position Overview**

A Communications Officer is needed ASAP to support the First Nations Public Service Secretariat (FNPSS) initiative within the First Nations Summit Society. Join a small team with big ideas! Gain valuable experience working with leaders across British Columbia. Communications work undertaken will include liaison with BC First Nations, other levels of government and partner organizations. FNPSS supports BC First Nations in their pursuit of excellence in public service by delivering capacity building programs and training.

Pay range for this position is negotiable, depending on experience, from \$60,000 to \$65,000. This is a full-time position (30 hours/week) with benefits, including: paid sick leave, vacation time and extended medical/dental. Remote work is an option for the successful candidate (see details below).

We need an innovative and creative self-starter to coordinate our communications efforts. As a member of the FNPSS team, the Communications Officer's responsibilities will include:

- Coordinating, planning and delivering communications activities.
- Writing a variety of materials such as reports, website and social media content, communication plans and newsletters.
- Updating website and developing website content.
- Creation of print and digital reports, including editing and layout.
- Production of branded communications and social media materials, including graphics.
- Coordinating and delivering digital events and communications projects.
- Analytics reporting (newsletter, website, social media, etc).
- Liaison and relationship building.
- Special projects as part of the FNPSS team.

The position will require an individual that shows strong judgement, integrity and discretion. We are looking for someone with excellent interpersonal skills and the ability to establish and maintain professional relationships and the ability to balance multiple competing priorities.

### **Qualification Requirements:**

- A minimum of 1-year communications specific work experience.
- An understanding of BC First Nations history and culture.
- A post-secondary degree or diploma in a relevant field /or the equivalent experience, such as a diploma or certificate with a minimum of one year of relevant work experience.
- Strong writing and verbal skills.

- Strong layout and graphic design skills.
- Website experience and technical skills.
- Strong organizational skills.
- Strong interpersonal skills.
- A valid Driver's License is preferred (please indicate in your application).
- Proficiency in computer software, including Microsoft Office Suite (Word, Excel, Teams, SharePoint, Outlook, and OneDrive) and Zoom.
- Experience with design and analytics programs such as: Adobe Creative Suite, Canva, Mailer Lite, social media applications and CMS (Hootsuite, Twitter, Instagram, Facebook, YouTube), Wordpress, simple editing software (iMovie, YouTube Editor).

**Hours and Location of Work:**

30 hours per week, with flexible start and stop times within regular office hours. Remote work within British Columbia is an option for the successful individual. Due to Covid-19, the individual will be working from their own home for the foreseeable future. While basic office equipment will be supplied (e.g. laptop, monitor, keyboard, mouse, webcam, notebooks, pens, etc.), the individual will be expected to have adequate Internet capabilities to conduct work over platforms such as Zoom, MS Teams, and be responsible for maintaining this, as well as providing their own basic work space set-up (e.g. desk, chair, quiet/heated space, etc.).

Depending on specific needs and circumstances, the employer may be able to support some of the items listed above, but this is not guaranteed.

**How to apply:**

Please submit your resume, cover letter and 1-3 samples of your work (professional writing, layout/graphics, etc) demonstrating why you're suitable for this position. Links to digital portfolios of work may also be accepted as part of your application but are not required.

**Please email your application to:**

[recruitment@fnps.ca](mailto:recruitment@fnps.ca)

Please note a written and technical test will be administered and following a successful interview, references will be required.

This posting will be open for 10 days only; shortlisted candidates will be contacted following the **deadline of 9:00pm pacific standard time, January 17, 2022.**

**Indigenous applicants are encouraged to apply.**

**For more information on FNPSS see our website at [www.fnps.ca](http://www.fnps.ca)**