

Communications Officer
First Nations Public Service Secretariat (FNPSS)

DIRECTLY REPORTS TO: FNPSS Director or delegate

General Description:

As a member of the FNPSS team, the FNPSS Communications Officer will provide strategic communications advice; develop and implement communications plans for the organization and initiatives; carry-out research and writing activities, be responsible for website design and content, publications, layout and graphic design, social media, media, and issues management in collaboration with the management team.

Key Duties and Responsibilities:

- Developing, writing, overseeing implementation of, and evaluation of the FNPSS Communications Strategy, and other project-specific communications strategies on behalf of FNPSS;
- Responsible for FNPSS website content development and maintenance, including liaison with consultants as required;
- Managing FNPSS social media accounts, newsletters, and publications;
- Reporting and analysis on digital analytics, including website, newsletter and social media;
- Responsible for print and digital publications, including written content, graphic design, and layout;
- Planning and coordinating digital and in-person events, including press events;
- Liaising with partners and First Nations on projects, events and strategic communications activities;
- Conducting research and information gathering in order to inform and brief other FNPSS team members, First Nations Leadership Council or other partners, and BC First Nations;
- Fielding enquiries from the public, First Nations communities and leadership, and other partner agencies or organizations;
- Developing project budgets and tracking project-specific expenditures;
- Developing and maintaining communications office operating procedures, manuals/guides, and policies;
- Supporting FNPSS team with graphic design, presentation development, speech writing, and other communications tasks as required.
- Writing a variety of products including: written correspondence, promotional copy, website content, report, proposals, briefing notes, frequently asked questions and speeches.

Other Duties: As requested within the same scope and level.

Skills and Abilities:

The individual will need to be able to demonstrate the following skills and abilities on an ongoing basis:

- Strategic communications abilities;
- Excellent interpersonal skills and level of professionalism;
- Very strong written and verbal communications skills;

- Strong research skills;
- Strong organization, time management and project management skills with the ability to work independently and as a member of a team;
- Ability to identify communications risks, and make recommendations to mitigate them;
- Ability to effectively liaise with a wide variety of internal and external stakeholders;
- Intermediate graphic design and social media skills;
- Some web-design abilities would be an asset;
- Judgement, dependability, integrity, flexibility, and reliability.

Qualification Requirements:

The position will require an individual who has:

- A diploma or certificate in Communications, Business Administration, or other related field, or equivalent combination of education and experience;
- A minimum of three years of communications experience, including coordination or leading communications plans and projects;
- An understanding of First Nations history and culture and of BC First Nations communities specifically; and,
- A valid BC Driver's License.

Hours and Location of Work:

Full time hours (35 hours weekly). The First Nation Summit's office is in West Vancouver, BC, and will be your primary work location. However, the successful individual will also be expected to work remotely and periodically attend meetings and events at other locations. While basic office equipment will be supplied for remote work (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 workspace 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.

Policies and Procedures:

All FNPSS employees will comply with FNPSS policies and procedures, which unless otherwise established with approval from the FNS Executive Director, are the same as those of the FNS.