



**Employment Opportunity – Full Time
JP-2022-44 Communications Manager –
Administration Department**

The Position

The **Communications Manager** is integral in promoting and facilitating internal and external communications for the Nation. The position is responsible for planning, developing and implementing a comprehensive integrated communications strategy and program that reflects the shishálh Nation's strategic objectives, priorities, programs and initiatives. The Communications Manager will proactively collaborate with and seek out information from all divisional departments and work to disseminate information equitably across all divisions and in the community.

This position serves as a key coordinator and facilitator of communications aligned to and in support of the Nation's values and culture within the administration and community. This is an exceptional opportunity for a motivated and forward-thinking individual with extensive written and verbal communication skills, strong research abilities and an analytical skillset to adapt communications for promotion of key goals and messages for a variety of audiences.

Reporting to the Chief Administrative Officer (CAO), this position works closely with the CAO and senior management to design, manage and implement an organization wide communication plan and related activities for the shishálh Nation, with emphasis on developing and implementing an integrated communication strategy and specific initiatives to improve internal mechanisms, promote key values and goals as well as improve reach of information. This position requires an elevated level of tact, confidentiality, diplomacy and integrity.

Duties Include

Communications and Public Relations:

- Design, manage, implement, and evaluate the overall strategy for internal and external communications for the shishálh Nation
- Working closely with the CAO and divisional management, lead the development of a variety of media and communications campaigns and initiatives to support shishálh Nation with its public relations and messaging strategies
- Build effective relationships and networks with the departments to collaborate on and support communication efforts including managing media relations and publicity
- Act as the internal communication consultant for the promotion of all internal goals, policies, procedures, and workplace development initiatives
- Collaborate with the human resources department to support development of and facilitate organization wide culture strategy and associated campaigns
- Work with departments to create strategies, ideas and content that may include video recording, video editing, audio recording, newsletters, graphic or info graphic creations, photography, digital media assets, publications, website updates, media archiving, on site media event management, Twitter, Facebook and YouTube videos to provide information and promote shishálh Nation and its activities
- Manage the Nations online presence and engage in general communication to membership through web-based channels
- Produce a variety of communications collaterals including reports, speeches, publications and media releases for shishálh Nation's external communications channels including website, social media and media at large
- Assume final review and authorization of all official departmental correspondence and newsletter releases for the entire organization

- Source content, photographs and related media from within the community to use in the production of web and print communications to ensure consistent messaging, formatting and channel use for all of the organization communications
- Responsible to manage the communication and marketing budgets including documentation of all activities for reporting to the CAO and council as needed
- Provide direction and training to directors and other members of the organization on media and public relations using an established guide for external media relations
- Assist in the coordination and attend press conferences, product launches and networking events for the Nation
- Provide guidance and support to Council with membership relations and communications
- Keep up to date with all media and news relevant to the work of the organization and notify applicable parties of relevant and emerging information
- Seek out opportunities to engage with and foster positive relationships with media outlets and the community through attending events and collaborating with groups to foster community relations
- Manage the public relations and media aspects of any potential or present crisis situations
- Prepare and produce professional reports for internal analysis as needed
- Other duties as assigned

Qualifications, Skills and Abilities:

- Post-secondary education in a discipline relevant to communications, marketing, journalism, public relations or related discipline
- 3-5 years of direct work experience in a communications or related experience
- Experience in developing, implementing and evaluating communication plans and materials
- Ability to develop relationships with partner organizations, media representations and other external organizations
- Proven success in the development of effective, results-oriented communications strategies and campaigns
- Strong computer skills and excellent knowledge of MS Office programs and desktop publishing programs, such as Publisher, Adobe Creative Suite, Illustrator, InDesign and Photoshop
- Website management experience (content, updates, linkage etc.) and social Media experience coupled with an understanding of Search Engine Optimization (SEO)
- Demonstrated effective critical, solution and analytical thinking skills including strong organizational skills with superior written and verbal communication skills including presentation skills
- Effective interpersonal skills and the ability to build and maintain effective networks and relationships and work as an integral member of various teams
- Demonstrated sound judgement, tact, initiative, flexibility and problem-solving ability
- Ability to provide leadership and collaboratively work with staff utilizing effective teambuilding, communication and management techniques
- Experience managing fiscal resources including development/evaluation of business plans, budgets and reporting.
- Experience working with BC First Nations communities and organizations is an asset

Interpersonal Skills:

- Strong messaging and communication skills
- Ethics and Integrity
- Accountability and Transparency
- Superior sensitivity, respect and non-judgmental approach

Physical Demands and Working Environment:

Physical Demand

- You may have to spend extended time sitting at a desk, using office equipment and attending meetings.

Environmental Conditions

- The environment can be busy and noisy, requiring strong organizational, time management and interpersonal skills to complete the required tasks.

Mental Demands

- You may have to complete many tasks and responsibilities at one time and must be prepared to deal with emergencies and stressful situations.

Impact and Accountability:

- This position is accountable for modelling the desired culture and values of the shíshálh Nation. The position will ensure the full scope of strategic internal and external communication plans and deliverables are developed and implemented in an efficient and effective manner.

Conditions of Employment:

- Valid Drivers License.
- Some overtime or flexible working hours may be required

Adjustments to Job Descriptions:

shíshálh Nation may make necessary adjustments or amendments to job descriptions to meet current or expected business needs provided that the appropriate notice is provided.

If you are interested in the position, send your cover letter and résumé to recruitment@shishalh.com

Preference will be given to qualified shíshálh band members, community members, and other First Nation's members, Inuit and Métis. We sincerely thank all applicants for their interest in the position, however only qualified applicants will be contacted for an interview.