

JOB POSTING

Communications & Engagement Specialist

Reports to: Communications Director

Job Duration: Full-time

Summary: We are a dynamic First Nation Government located in the resource rich golden triangle of North Western BC. We are looking for a talented Communications & Engagement Specialist – with community engagement project experience or a keen interest in community engagement – to join our team. You will be reporting to the Director of Communications and assume a strategic role in helping to provide members of the Tahltan Nation with gold standard communications and engagement. Are you hard working people person with communications and engagement experience? Can you write and edit? Do you have a passion for engaging the public and telling a story? We provide a competitive salary, full health benefits, professional development allowance, two weeks' vacation + two weeks at Christmas, and the flexibility to work remotely. If you are a hungry communications professional, who is cool with taking direction, and wants to learn – this might just be the position for you!

Responsibilities:

- Work with the Director of Communications in integrating community engagement practices within the department. Lead the development, coordination, and implementation of communications engagement initiatives.
- Lead and support multiple communications projects and manage competing priorities by applying strong project management skills to execute deliverables.
- Support/Lead the production of 6+ yearly newsletters, including content curation.
- Provides substantive editing, and proofreading services.
- Research, performs interviews, and create dynamic original content.
- Liaison and collaborate with employees and cross-functional teams as needed and help provide creative solutions to communication problems.
- Support in Tahltan Central Government event planning and execution, attending events and communicating – written, photograph, and video – to membership via our communications platforms.

- Performs other duties as assigned.

Qualifications and Requirements:

- Experience and knowledge of best practices for engaging the public.
- Advanced writing and editing skills, including demonstrated high proficiency in copywriting for print and electronic, including excellent control of style/tone variations for different media formats and audiences.
- Strong project management skills and resourcefulness along with critical thinking and solution-focused problem-solving skills. Very high attention to detail.
- Experience and/or knowledge in delivering communication deliverables in a government environment (First Nation, Local, Provincial/Territorial, Federal) is an asset.
- Adventurous and highly adaptable personality with not only the ability but desire to travel for work, a sense of humor, someone who can take direction yet work under minimal supervision, an expert at establishing and maintaining relationships and collaborating with others, and someone who is respectful and culturally intuitive.
- Team-player who embraces working in a fast-paced environment with multiple projects and priorities.
- Must be able to meet tight deadlines and execute flawlessly on projects in a fast-paced, often pressured environment and see a project through to completion.
- Must be capable of maintaining confidentiality.
- Ability to use InDesign a huge bonus.
- Completion of a two-year Diploma or University Degree in Communications, Journalism, Public Relations, Political Science, Marketing, or equivalent discipline, along with 3 years of related communications experience. Demonstrated political acumen an asset.

Personal Skills & Attributes:

- Bring a 'can do' attitude, with a teamwork mindset.
- Demonstrated leadership ability.
- Strong interpersonal skills, ability to communicate and manage well at all levels of the organization and with staff at remote locations, essential.

Remuneration and Work Hours:

- Salary will be competitive and negotiable.
- Work hours will be 9 am to 5 pm, Monday to Friday; however, it is the nature of the position to work flexible hours and beyond regular office hours as well as weekends. Travelling will be required. If the successful applicant is not based where there exists a TCG office, the applicant will be expected to work remotely.

Work location: It is preferred that the position be based in Tahltan Territory; however, applicants in the Lower Mainland are encouraged to apply.

How to apply: Please email your resume and cover letter stating, 'why you're the perfect candidate,' in PDF file format to communicationsdirector@tahtlan.org, with subject as "**Communications & Engagement Specialist**" **Application, Attention Communications Director**"

Deadline for Application: September 4, 2020

(Note: We reserve the right to hire sooner than the deadline if we secure a qualified candidate).