

JOB POSTING

Communications & External Relations Coordinator

Reports to: Communications & External Relations Director

Job Duration: Full Time

Hours of work: 35 hours per week. Some travel and weekends may be required.

Location: British Columbia with work from home option possible.

Summary: The Tahltan Central Government (TCG) is the administrative governing body of the Tahltan Nation. TCG is the representative government of the Tahltan Nation in respect of inherent Aboriginal title and rights. The TCG is responsible for the ecosystem and natural resources of Tahltan Territory, for managing sustainable economic development, and for strengthening the cultural wellness of the Tahltan Nation.

The TCG Communications & External Relations Department is seeking a highly motivated and organized Communications & External Relations Coordinator to support the Department. We are looking for a talented addition to our team that has political communications experience working for a First Nation's government or entity to join our team. You will be reporting to the Director of Communications & External Relations and assume a strategic and key operational role.

Responsibilities:

- Support the content development of newsletters, press releases, and other high level operational documents which tell the story of the Tahltan Nation including its history, culture, and people.
- Locate and present opportunities, write grant and funding proposals to support current and future TCG programs and/or departments.

- Provides substantive editing, and proofreading services, including for material written by others.
- Support cross departmental communications and engagement projects including those with TCG Culture & Heritage, Education & Training, Employment & Contracting, Fisheries, Lands, Language, Membership & Genealogy, Multimedia, Tourism, and Wildlife Departments.
- Participate in and support government-to-government initiatives, tables and working groups with representatives from local, municipal, provincial, and federal governments as required.
- Support fulfilment of deliverables and positive outcomes from current existing and future agreements, including but not limited to the Shared Prosperity Agreement, Foundation Agreement and Shared Decision-Making Agreement.
- Support communications with membership through website(s) and engagement platforms/databases, email, text, social media, and other platforms.
- Support engagement with Tahltan citizens, Elders, youth, knowledge holders, and external stakeholders and partners.
- Support TCG projects through fulsome research and interviews as directed and in alignment with TCG Departments.
- Performs other duties as assigned.

Qualifications and Requirements:

- Completion of a University Degree in Communications, Journalism, Public Relations, History, Political Science, or equivalent discipline, along with 5 years of related communications experience. Demonstrated political acumen an asset.
- Experience delivering communication and engagement deliverables in a First Nation government environment with a variety of teams and diverse groups.

- Knowledge and experience supporting legislative and policy change to further Indigenous rights and title, culture and heritage, sovereignty, and stewardship matters.
- Experience working collaboratively with provincial ministries including but not limited to the Ministry of Indigenous Relations and Reconciliation, Ministry of Forests, Lands, Natural Resource Operations and Rural Development, and the Ministry of Energy, Mines and Low Carbon Innovation.
- Advanced writing and editing skills, including demonstrated high proficiency in copywriting including excellent control of style/tone variations for different formats and audiences.
- Advanced researching ability and experience. Very high attention to detail.
- Strong project management skills and resourcefulness along with critical thinking and solution-focused problem-solving skills.
- Advanced computer skills, adept in Microsoft Office, MS Teams, Adobe Suite, Zoom with ability to learn new applications as required.
- 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.

Personal Skills and Attributes:

- Self-motivated, dependable, and able to work independently with a minimal amount of supervision.
- Leader and team-player who embraces working in a fast-paced environment with multiple projects and priorities.
- Respectful, culturally aware, and sensitive.
- High degree of trust and confidentiality.

- Detail oriented and able to accurately process and prioritize information.
- Ability to maintain positive, professional working relations with staff, community, and the general public.
- Personable, approachable, diplomatic, and objective.
- Flexible and coachable with eagerness to learn.

How to Apply:

Please email your resume, with references and cover letter (titled **COMMUNICATIONS & EXTERNAL RELATIONS COORDINATOR**) to hr@tahltn.org. Only successful candidates will be contacted for an interview.

Tahltn's are encouraged to apply via Ontrack.

Any questions? Contact Ombrielle Neria, Communications & External Relations Director: communicationsdirector@tahltn.org.

Deadline for Application: Until the position is filled.

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