

EMPLOYMENT OPPORTUNITY

POSITION TITLE: Executive Communications Coordinator



FIRST NATIONS
FISHERIES COUNCIL

The FNFC is a progressive organization that offers an exciting opportunity to join a growing, dedicated team.

The FNFC's unique scope of work and reach encompasses 200+ First Nations covering all of BC and every level of government in the fisheries space. Directed by the First Nations through the BC First Nations Fisheries Action Plan, our mandate is to work with and on behalf of First Nations in BC to protect and reconcile Aboriginal Title and Rights and Treaty Rights as they relate to fisheries and the health and protection of aquatic resources. Our priorities are to develop effective governance mechanisms, form collaborative relationships among First Nations organizations, and work together to build a united voice on fisheries matters. We facilitate engagement among First Nations throughout the Province of BC and between Nations, governments and third parties, bringing together diverse regional perspectives, capacity and expertise from across the province.

The organization is growing and this is an exciting opportunity to join the team at FNFC at a time of positive change for First Nations and our organization.

POSITION SUMMARY:

The First Nations Fisheries Council is seeking a people-oriented, organized and adaptable Executive Communications Coordinator to connect our expanding, multidisciplinary team and to create communications to sustain and grow our partnership with First Nations throughout British Columbia.

Reporting to the Marketing and Communications Manager, the Executive Communications Coordinator will perform duties related to a) executive level: support to the FNFC Executive Director and FNFC Executive Council, b) operational level: primary day-to-day administrative support and c) marketing and communications coordination. The Executive Communications Coordinator will be responsible for developing informed and timely communications materials for close partner networks, internal team, social media and web copy, reports, presentations and briefing notes to showcase the FNFC's work across the province. The Executive Communications Coordinator will be expected to learn about the BC First Nations Fisheries Action Plan, FNFC Strategic Plan, and the FNFC's operational workplans and activities. Some example tasks include:

Executive Support: (60%)

- Organizing Executive Council meetings and teleconferences including scheduling meetings, coordinating calendars, travel arrangements, approving travel expenses, tracking meeting attendance, etc.
- Liaising with the FNFC Executive Director and DFO to schedule Joint Executive and Joint Steering Committee meetings.
- Initiating and coordinating the preparation of agendas and compilation of meeting materials, etc.
- Taking detailed and accurate meeting minutes, including tracking and following up on action items.
- Managing Executive Director's schedule and appointments.
- Preparing, filing and distributing correspondence and other written materials.

Communications/Operational/Marketing coordination: (40%)

- Develop and maintain relationships with regional partners:
 - o Coordinate incoming communications.
 - o Maintain, segment and update e-mail lists and other contact lists.
 - o Gather information and distribute key marketing and communications materials.
 - o Keep track of key partnership agreements.
 - o Engage with other organizations to further develop mutually beneficial activities.
- Maintain and update the calendars, including the calendar of key stakeholder and leadership events and the communications calendar.
- Maintain and update the FNFC website and digital media:
 - o Update copy and images in WordPress.
 - o Maintain contact with website developers and troubleshoot the website with them if such a need arises.

- Assist with social media calendars and posting to social media.
- Assist with data gathering for quarterly digital performance reports.
- Support FNFC marketing and communications activities:
 - Create and update templates to unify the look and feel of FNFC materials, aligned with the FNFC brand.
 - Maintain key messaging and tone of FNFC communications.
- Coordinate internal communication activities:
 - Provide logistical support to Senior Management Team (e.g. meeting planning, reporting).
 - Assist with writing and distributing internal communication materials.
- Coordinate special projects.

WHAT WE'RE LOOKING FOR:

- You have excellent oral and written communication skills, with the ability to consolidate information into records of meetings, action items, etc.
- You are a personable, energetic and motivated team player who is highly organized, can multi-task, "get it done", and perform to a high standard.
- You are self-directing, motivated, and can be given an assignment and work independently.
- You know when to take initiative and when you need to ask for further direction.
- You thrive in a dynamic, ever-changing work environment, and possess the ability to be flexible.
- You are genuinely interested and excited to work with First Nations communities at provincial scale and to be involved in fisheries and aquatic resource management with provincial and federal departments. (Experience in these areas is preferred).

EDUCATION, EXPERIENCE AND COMPETENCIES:

- Degree in Communications, Business Administration or equivalent work experience.
- Minimum two years' experience working with/supporting executive level management.
- Experience coordinating communications.
- Highly organized with strong attention to detail and commitment to high quality work.
- Familiar with board operations, executive level professionalism, discretion and confidentiality.
- Demonstrated ability to multi-task, set priorities effectively and problem solve, including early identification of issues/problems that may arise.
- Excellent interpersonal, and relationship-building and collaboration skills with ability to interact professionally and establish rapport with a wide range of individuals and organizations.
- Excellent communication skills – oral, written, proofreading, etc.
- Knowledge of MS Office is required – Word, PowerPoint, Outlook, and Excel.

ASSET QUALIFICATIONS & ORGANIZATIONAL NEEDS:

- Experience working with BC First Nations communities and/or First Nations organizations is an asset.
- Proficiency with communications tools including Wordpress, MailChimp, social media and Google Analytics.

TERMS:

Period of employment: Permanent full-time position starting October 2021.

Hours: 37.5 hours per week. Some local and regional travel and flexible work hours will be required from time to time-dependent on meeting schedules. Regular office hours are Monday to Friday, 8:30 am to 4:30 pm.

Job location: The FNFC office is located at 320 – 1200 West 73rd Ave., Vancouver BC.

APPLICATION DEADLINE: Applicants are asked to email a cover letter and resume, providing details of work experience before **4:00 pm on October 29, 2021** to careers@fnfisheriescouncil.ca with the **subject line "FNFC Executive Communications Coordinator <Full Name>."**

The FNFC hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however qualified Indigenous applicants will be given priority. The FNFC wishes to thank all applicants for their interest and advises that **only those candidates selected for an interview will be contacted.**

The posting may remain open until a qualified candidate is hired.