



BC TREATY COMMISSION

POSITION: Communications Advisor

POSTING DATE: May 18, 2022

Location: Coast Salish Traditional Territory, Vancouver, BC.
Full Time Position

SUMMARY

The Communications Advisor is a key member of a small communications team responsible for supporting the public information and education mandate of the BC Treaty Commission. The advisor will be supporting internal and external communications, including assisting with the development of publications, presentations, briefing notes, news releases, and annual reports. Another key element of the position is supporting special projects, attending, and coordinating participation in conferences/tradeshows aiming to promote and raise awareness about treaties and agreements, negotiations, Indigenous rights recognition, and reconciliation.

The Communications Advisor reports to the Director of Communications and enjoys working both independently and collaboratively within a small team, and with other departments as required.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Drafts, edits, and proofreads communications materials, publications, and presentations.
2. Assists with the development and implementation of communications initiatives/strategies.
3. Participates and coordinates involvement at conferences, public engagements, trade shows, etc.
4. Supports media relations, as required acts as the media liaison, and develops media materials.
5. Maintains communications database and supports administration.
6. Assists with the development and release of annual reports.
7. Supports the maintenance of the Treaty Commission website and social media platforms.
8. Performs other related duties, including supporting special projects.

SKILLS AND ABILITIES

- ✦ Superior attention to detail.
- ✦ Excellent written, research, and oral communication skills.
- ✦ Strong organizational and project management skills, and ability to meet shifting deadlines.
- ✦ Ability to grasp complex subject matters and synthesize into succinct communications for a variety of audiences.
- ✦ Strong computer literacy, including experience with web-based content management, Microsoft Office and Adobe Creative suites.
- ✦ Solid interpersonal skills with ability to recognize political and cross-cultural understandings and sensitivities.
- ✦ Ability to maintain confidentiality of information and adhere to Treaty Commission policies.
- ✦ Ability to self-start, work in a team and independently.
- ✦ Intermediate social media skills, including analytics.

EDUCATION AND EXPERIENCE

- ✦ University or college degree/diploma in a relevant discipline.
- ✦ Combination of education, training and experience will be considered.
- ✦ Proficiency with Microsoft Office and experience with Adobe Creative suite.
- ✦ Experience with Canva, Drupel, and other communications programs is an asset.
- ✦ Knowledge and understanding of Indigenous issues and the treaty negotiations process are assets.

WHO WE ARE

The BC Treaty Commission is an independent body that advocates and facilitates for the recognition and protection of Indigenous title and rights, through the negotiations of modern treaties and agreements amongst the governments of Canada, British Columbia, and First Nations in BC.

We are a small dynamic organization that offers unique opportunities to contribute to reconciliation. The BC Treaty Commission offers competitive salary commensurate with experience, benefits, and pension.

APPLY

Applications accepted until position is filled.

Please submit your cover letter, CV/resume, and three references (two supervisors and one colleague) to reception@bctreaty.ca, only applicants short-listed will be contacted for an interview.

Thank you for your interests, and for more information about the BC Treaty Commission, please visit www.bctreaty.ca