



BC TREATY COMMISSION

POSITION: Communications Advisor

POSTING DATE: July 19, 2021

Location: Coast Salish Traditional Territory, Vancouver, BC.

Full Time Position

SUMMARY

This position will be supporting the Director of Communications in fulfilling the public information and education mandate of the BC Treaty Commission. The advisor will be responsible for drafting, proofing, and editing internal and external communications materials. These responsibilities include assisting with the development of publications, presentations, briefing notes, news releases, and the annual report. Another key element of the position is supporting special projects and coordinating participation in conferences/tradeshows aiming to promote and raise awareness about treaties, 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, as well as with other departments as required.

TYPICAL DUTIES AND RESPONSIBILITIES

1. Drafts, edits, and proofreads communications materials and publications for print and digital.
2. Assists with the development of the annual report, including organizing the release, media outreach, report dissemination, interviews, social media releases and strategies.
3. Prepares presentations, briefing notes, news releases, factsheets, and other communications materials.
4. Assists with the development and implementation of communications initiatives/strategies.
5. Participates and coordinates involvement at conferences and trade shows.
6. Supports media relations, as required acts as the media liaison, and develops media materials.
7. Supports data management for the communications department.
8. Supports the maintenance of the Treaty Commission website and all social media platforms.
9. Performs other related duties, including supporting special projects.

SKILLS AND ABILITIES

- Strong computer literacy skills, including experience with web-based content management, Microsoft Office and Adobe Creative suites.
- Excellent written and oral communication skills, including superior attention to detail.
- Ability to compose correspondence, reports, presentations, and other written materials for a variety of audiences, using clear concise language.
- Accurately proofreads for spelling, grammar, and punctuation.
- Strong organizational and project management skills.
- Ability to support multiple projects and meet all deadlines.

- Solid interpersonal and relationship building 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 grasp complex subject matters and synthesize into succinct communications.
- Ability to work in a team, take direction, self-start, and work independently.
- Intermediate social media skills, including media analysis.

EDUCATION AND EXPERIENCE

- University or college degree/diploma in a relevant discipline, preferably in communications, digital media, etc.
- Combination of education, training and experience will be considered.
- Proficiency with Microsoft Office and Adobe Creative suites.
- Knowledge of First Nations issues and BC treaty negotiations process is an asset.

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, and the implementation of the United Nations Declaration on the Rights of Indigenous Peoples through the negotiations of modern treaties, agreements, and other constructive arrangements.

We are a small dynamic organization that offers unique opportunities to contribute to reconciliation. The BC Treaty Commission offers a competitive salary, 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.

For more information about the BC Treaty Commission, please visit www.bctreaty.ca