



BC TREATY COMMISSION

POSITION: Digital Communications Advisor

POSTING DATE: July 19, 2021

Location: Coast Salish Traditional Territory, Vancouver, B.C.
Full Time Position, open to contract proposals

OVERVIEW

This position is responsible for supporting the digital communications of the BC Treaty Commission and supporting its public information and education mandate. Responsibilities primarily include maintaining and enhancing the BCTC website, social media channels, including Facebook, Twitter, Instagram, YouTube, LinkedIn, and the BCTC Blog. Assists in the development of publications, communications materials, and special projects. The advisor is also responsible for producing creative multimedia content to raise awareness about treaties, negotiations, Indigenous rights recognition, and reconciliation.

The Digital 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. Maintains and enhances the Treaty Commission website and social media presence, including regular updates, multi-media content creation, and increasing readership and engagement.
2. Produces creative content and design (videos, photos, graphics) for communication materials, publications, and/or liaises with vendors who produce content.
3. Assists with the development and implementation of communications strategies/initiatives.
4. Monitors, analyzes, and develops performance reports on website analytics, as well as communications digital campaigns and strategies.
5. Plans, creates, and manages a digital content calendar for initiatives, events, and yearly objectives.
6. Maintains awareness of emerging communication trends, tools, technologies, and identifies opportunities for improvement.
7. Supports special projects, such as but not limited to virtual events, roundtables, and forums.
8. Performs other duties as assigned.

SKILLS AND ABILITIES

- Strong understanding of the technologies and tools that are used for the development of print and online materials, websites, digital content, and social media platforms is required.
- Proficient in digital publishing software (Canva, InDesign, Spark), content management systems (Drupal), Microsoft Office, and Adobe Creative suites is required.
- Comfortable learning new technologies and implementing them to strengthen Treaty Commission communication strategies.
- Excellent organizational and project management skills, ability to support multiple projects, and meet deadlines.
- Ability to utilize and analyze media analysis (Google Analytics), produce, and explain reports to support strategic decisions and outcomes.

- Ability to maintain confidentiality of information and adhere to Treaty Commission policies.
- Ability to work in a team, take direction, self-start, and work independently.
- Creativity with a keen sense of design esthetics is an asset.

EDUCATION AND EXPERIENCE

- University or college degree/diploma in a relevant discipline, preferably digital media, graphic design, web design, communications, etc.
- 2+ years digital media experience.
- Combination of education, training and experience will be considered.
- Experience in developing creative communications materials and content for diverse channels and audiences, as well as in social media content development.
- Knowledge of First Nations issues and BC treaty negotiations process is an asset.
- Photography and video expertise 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 Indigenous rights recognition and reconciliation. The BC Treaty Commission offers competitive salary, and benefits and pension for full-time employees.

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