



## **Senior Communications and Engagement Officer**

**Victoria, B.C.**

Join a growing team, dedicated to revitalizing B.C.'s First Nations languages, arts, cultures and heritage. We are small but mighty and we are making a difference. The First Peoples' Cultural Council (FPCC) is looking to fill a **SENIOR COMMUNICATIONS AND ENGAGEMENT OFFICER** position to support the success and impact of our programs.

The Senior Communications and Engagement Officer works closely with the Communications Manager to raise the profile of the First Peoples' Cultural Council. They will collaborate with management to develop and implement a province-wide engagement plan resulting in effective communications and information sharing with our stakeholders, including First Nations communities, partners and funders and the public.

If you are a dedicated and experienced communications professional and are interested in working with a great team dedicated to revitalizing B.C.'s First Nations languages, arts, cultures and heritage, we look forward to hearing from you.

Submissions from applicants with First Nations, Métis or Inuit ancestry are strongly encouraged to apply and will be given preference. Only short-listed candidates will be contacted for interview. All applications will be treated with strict confidentiality.

### **Who We Are:**

The First Peoples' Cultural Council is a First Nations-led Crown corporation mandated to support First Nations languages, arts, cultures and heritage revitalization in British Columbia.

### **What We Offer:**

- We value your work-life balance and family/community time.
- Dental, extended health and vision care for you and your family through Canada Life.
- B.C. Public Service Pension.
- Additional statutory holidays, including National Indigenous Peoples' Day and National Day for Truth and Reconciliation.
- Training and professional development opportunities to grow your career and skills.
- Travel opportunities to conferences and community events.



## **What You Will Do:**

In consultation with the Communications Manager:

### **Communications and Engagement**

- Lead engagement and outreach work for the organization, including strategic planning to promote the work of FPCC to First Nations communities, leadership and other key stakeholders; collaborate with managers, teams and individuals across the organization on outreach; oversee work to implement the strategic engagement plan.
- Manage opportunities to build FPCC's profile with key stakeholders via online and in-person events as part of FPCC's overall engagement strategy, including planning for regional engagement sessions across B.C.
- Lead the leveraging of existing FPCC data and research to identify unique ways to customize marketing and engagement to reach key audiences, including identifying needs to support development of an appropriate contact management system; recommends new tools and approaches to reach the audiences.
- Ensure effective processes are in place to facilitate the work of the team. Oversee the work of the communications and engagement team in creating compelling content to support marketing and engagement across multiple platforms, including website, emails, social media and through digital and printed marketing collateral and promotional materials.
- Build positive relationships with all our First Nations partners including communities and leadership.
- Participate in conferences, events and meetings around the province and in communities.
- Oversee reporting on engagement and outreach activities; recommend ongoing improvements in areas of practice because of the information gathered.
- Perform other related duties as required.

## **What You Will Bring:**

At least 5 years' experience in a communication, public relations or community relations/outreach in a dynamic, fast paced environment along with a bachelor's or master's degree with a focus in communications, public relations or an acceptable combination of equivalent education, training or experience in related fields.



### **Skills and Abilities That Would Help You Succeed:**

- Demonstrated relationship building skills, especially with Indigenous communities in B.C. and understanding of the B.C. First Nations political landscape.
- Experience leading community engagement and outreach activities and developing communications/outreach/engagement plans and strategies.
- Excellent organizational, leadership planning and project management skills, including attention to detail and a focus on milestones and deadlines.
- Experience supervising the work of employees.
- Understanding of trauma informed processes to create safe environments at events an asset.
- Advanced writing and editing skills and polished oral communications skills.
- Exceptional computer skills, including experience with contact management tools; understanding of how data can inform marketing and engagement strategies.
- Ability to work independently and as part of a team; take initiative and juggle multiple concurrent projects in a fast-paced environment.
- Demonstrated tact and judgment in interpersonal relationships. Ability to respond effectively and tactfully to sensitive issues, inquiries and complaints.
- Ideally brings an Indigenous point of view to the development of materials that describe the work of FPCC and the value of First Nations languages, arts, cultures and heritage.
- Experience working in government, First Nations and/or Crown corporations an asset.

### **Working Conditions**

- May work partially remotely with home office located within acceptable driving distance.
- All work is done in a general office environment.
- Travel for meetings/events will be required.
- May be required to work occasional evenings and weekends.



**FIRST PEOPLES'**  
CULTURAL COUNCIL

For more information about the First Peoples' Cultural Council, visit: [www.fpcc.ca](http://www.fpcc.ca)

**The position will remain open until filled.**

**Please send a resume and covering letter to:**

**Light Your Path Capacity Building**

**Email: [lightyourpath@telus.net](mailto:lightyourpath@telus.net)**

The First Peoples' Cultural Council is located in Brentwood Bay and is grateful to have our home in the beautiful traditional unceded territory of the W̱SÁNEĆ Nation people, in the village of W̱JOLEŁP.

FCC values all employees and the communities we serve, and the health and safety of the work environment is a top priority. As a condition of employment, all employees are required to be fully vaccinated against COVID-19 or be able to provide a medical exemption.