Senior Communications Officer

Victoria, B.C.

Join a growing team, dedicated to revitalizing First Nations arts, languages, cultures and heritage in British Columbia. The First Peoples' Cultural Council (FPCC) is looking to fill a **SENIOR COMMUNICATIONS OFFICER** position to support the success and impact of our programs. This is a one-year contract role.

Reporting to the Communications Director, the Senior Communications Officer (SCO) works to raise the profile of the First Peoples' Cultural Council (FPCC) and contribute to effective communications, engagement and information sharing with our interest holders, including First Nations communities, partners and funders, media and the public.

The SCO supports the mandate of the First Peoples' Cultural Council (FPCC), which is to assist the B.C. First Nations Language, Arts and Culture Programs in their revitalization efforts.

Submissions from applicants with First Nations, Métis or Inuit ancestry are strongly encouraged to apply.

Who We Are:

The First Peoples' Cultural Council is a First Nations-governed Crown corporation with a mandate to support First Nations arts, languages, culture and heritage revitalization in British Columbia. You may learn more about us here: FPCC About Us

What We Offer:

- An equal opportunity, respectful and inclusive work environment.
- Travel opportunities to conferences and community events.
- Training and professional development opportunities to grow your career and skills.
- B.C. Public Service Pension.
- Dental, extended health and vision care for you and your family through Canada Life.
- We value your work-life balance and family/community time.

What You Will Do:

Communications and Storytelling

- Under the guidance of the Director, lead the development of plans to promote the work of FPCC to ensure awareness of FPCC programs and community success stories.
- Coordinate development of content and communications products, including the print newsletter, e-newsletter, annual report, web stories and video that celebrate and share about the work of FPCC; recommend and implement innovative storytelling methods.

- Coordinate the development of an annual communications storytelling plan and calendar and ensure content alignment across the department, including timely delivery.
- Collaborate with team members on the development and delivery of communications plans.
- Provide general communications/writing support for development of articles, web stories, emailers, presentations, video scripts, speeches, issue briefs etc. to promote FPCC and respond to specific issues as needed.
- Coordinate updates to FPCC editorial standards, including the FPCC Style Guide.

Internal Communications and Collaboration

- Coordinate the communications side of the FPCC grant promotion process, including coordinating monthly meetings with program teams and overseeing the roll-out of related communications.
- Work alongside the Learning Centre/program team to provide guidance and input on updates to existing FPCC resources, as well as the creation and mobilization of new resources.

Media Relations and Events

- Coordinate media relations activities, including providing strategic guidance and identifying target audiences and media outlets to maximize the impact of announcements.
- Develop news releases, backgrounders and key messages; coordinate media response.
- Attend community and leadership workshops, conferences and events with the FPCC tradeshow booth throughout the year; provide event support, as needed.
- Other projects and related duties as required.

Leadership and Guidance

- Supervise two Communications Officers and guide the work of one Communications Associate.
- Ensure each of two Communications Officers has a relevant workplan.
- Maintain high standards while ensuring a healthy and supportive work environment and the effective planning and distribution of work.

Operations and Reporting

- Coordinate the development of the internal Quarterly and Annual Round up reports.
- Ensure accurate and effective data and file management for the communications team.
- Ensure effective processes are in place to provide communications services for FPCC.
- Provide communications specific input on FPCC reports, including but not limited to: Annual Service Plan Report and Annual Service Plan.

- Develop clear and realistic project plans and adjust as required.
- Coordinate logistics for the team via Jira.

Budget Coordination

- Participate in the development of the communications budget and provide input and support as needed.
- Source, evaluate, engage and coordinate contractors as required, ensuring they meet FPCC contractor criteria; develop contracts.
- Monitor invoices and expenses to ensure assigned contracts stay within budget.

Project Management

- Develop operational plans that contribute to the business plan for their area.
- As assigned, participate in and lead a variety of projects and may represent FPCC on organizational projects.
- Develop clear and realistic project/communications plans, develop schedules and adjust as required.

Other Duties as Required

- Identify issues or potential issues for escalation to Director.
- Recommend ongoing improvements in areas of practice.
- Serve in the absence of the Communications Manager as needed.
- Performs other related duties as required.

What You Will Bring:

A degree in communications or public relations is preferred, and at least 5 or more years of experience in public relations/communications and project management, or an acceptable combination of equivalent education, training and experience. Experience supervising team members preferred. Experience working in an Indigenous organization is an asset.

Skills and Abilities That Would Help You Succeed:

- Minimum 2 years of supervisory experience including staff supervision and contract management.
- Excellent understanding of First Nations revitalization context in B.C. and a general understanding of Indigenous cultures across Canada.

- Excellent organizational and project management skills, including attention to detail and a focus on milestones and deadlines.
- Experience leading communications activities and developing communications plans and strategies.
- Advanced writing and editing skills, including drafting and editing newsletter articles, media releases and backgrounders. Polished oral communications skills.
- Skilled with the latest technology and tools, including digital/print communications needed to tell stories effectively to a broad audience; understanding of how data can inform marketing and engagement strategies.
- Demonstrated experience in effective planning, contract management, project management and implementation.
- Excellent communication (written, verbal) and conflict resolution skills.
- Ability to maintain confidentiality and work with highly confidential information.
- Demonstrated tact and judgement in interpersonal relationships and staff development feedback.
- Demonstrated ability to self-regulate and respond constructively in challenging or changing situations.
- Strong business communication skills, including clear, professional verbal and written communication.
- Ability to work effectively both collaboratively as part of a team and independently with minimal supervision.
- Demonstrates respect for diversity and contributes to an inclusive workplace.
- Demonstrates cultural competency and the ability to work respectfully and effectively across cultures.

Working Conditions:

- Most work is done in a general office environment.
- Occasional travel to meetings and conferences throughout B.C. is required.
- May be required to work occasional evenings and weekends.

The hiring salary range for this position is **$66,000 - $87,000** based on experience and qualifications. The standard work week at FPCC is **35 hours**.

For more information about the First Peoples' Cultural Council, visit: www.fpcc.ca

Please send a resume and covering letter to: hr@fpcc.ca.

The posting will remain open until filled.

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

FPCC values all employees and the communities we serve, and the health and safety of the work environment is a top priority. Depending on your role, FPCC reserves the right to require proof of a COVID 19 vaccination.