



BRITISH COLUMBIA
ASSEMBLY OF FIRST NATIONS

1004 Landooz Road, Prince George, BC V2K 5S3

POSITION TITLE: Communications Officer
REPORTS TO: Chief of Staff
TERMS: Full-Time Employee
LOCATION: BCAFN - Prince George Office
HOURS OF WORK: Monday to Friday 9:00AM – 4:30PM
(May need to work evenings and weekends)
DEADLINE: Friday June 29th, 2018 at 4:30 p.m.

Key Job Functions include:

- The Communications Officer is the central point of contact for all communications for the BC Assembly of First Nations (BCAFN).
- The Communications Officer is responsible for developing, implementing, and evaluating communications strategies and programs designed to inform the BCAFN membership, employees and the general public of BCAFN initiatives. As well as to develop and maintain ongoing communications and information sharing channels with business, government and other partners.
- The Communications Officer will work with the Regional Chief, the Chief of Staff and BCAFN staff in carrying out the BCAFN's mission, vision statements and mandates in accordance with direction provided by BCAFN Chiefs-in-Assembly and the BCAFN Board of Directors.

Specific Responsibilities include, but are not limited to:

- Responding and coordinating all media requests made to the Regional Chief by third parties.
- Initiate and maintain media networks and associated public relations networks including local, regional, national and international media outlets.
- Serve as the primary contact for media for the BCAFN and the general public.
- Identify and execute a range of PR opportunities, including identification of media opportunities.
- Arrange and manage interviews and news conferences when required.
- Assist BCAFN staff with the preparation of briefing materials, speaking notes, and kits for BCAFN membership.
- Prepare media advisories, media releases, briefings which summarizes the mandate and position of the Regional Chief and BCAFN.
- Design and evaluate programs to better inform and engage with BCAFN membership.
- Assist in the preparation of brochures, reports, newsletters, and other materials as requested.

- Develop and manage BCAFN social media accounts. Work with BCAFN staff and contractors to maintain and update BCAFN website.
- Participate in weekly BCAFN staff meetings.
- Assist the Regional Chief, Chief of Staff and the Policy team with preparing correspondence, as required.

Education, Experience and other requirements:

- University Degree from a recognized post-secondary institution, preferably in communications.
- Minimum of three years of experience in communications, preferably for a First Nations organization
- Strong leadership, interpersonal and organizational skills, excellent written and oral communication skills, excellent time management skills.
- Knowledge of First Nations political, policy and legal issues.
- Flexible schedule may include evenings and weekends.
- Travel as required.

Remuneration: Salary/Wage based upon experience. Competitive benefit plan available upon conclusion of probationary period.

To Apply:

If you are interested in this opportunity, please email your cover letter and resume with references as one PDF file to vanessa.west@bcafn.ca in the following format:

- **Subject heading:** BCAFN Communications Officer
- **Attached file name:** YYYYMMDD_lastname_firstname_CO.pdf

Application deadline is Friday June 29th at 4:30PM

We want to thank everyone who applies for this position in advance. Preference will be given to applicants with Aboriginal ancestry. Only successful applicants will be contacted for interviews.

