



Snuneymuxw

First Nation

www.snuneymuxw.ca

Communications Specialist

Job Description

Position Title	Communications Specialist
Reports To	Communications Manager
Council Portfolio	
Classification Level	

JOB SUMMARY

Under the direction of the Communications Manager, the Communications Specialist is responsible for the implementation of the communication strategy across all channels. This individual is a storyteller and understands how technology and creative trends can help amplify content. The Communications Specialist excels in a fast-paced environment and cherishes the opportunity to document and share the trail blazing work being carried out by Snuneymuxw First Nation. The Communications Specialist is thoughtful, respectful, creative, empathetic and comprehends the multifaceted role communications plays in bolstering organizational success.

DUTIES AND RESPONSIBILITIES

- Update, create content, monitor and engage on all of the SFN social media channels
- Manage multiple communication projects simultaneously, ensuring deadlines are met and deliverables are of the highest quality.
- Develop and execute communication strategies and plans that engage, inform, and align employees and the Snuneymuxw community.
- Key member of our events planning committee
- Collaborate with cross-functional teams to gather information and create content that aligns with our organizational priorities and goals.
- Assist towards our goal of increasing SFN programming awareness, engaging SFN members and increasing awareness of SFN's priorities, history, culture and rights.
- Collaborate with SFN department stakeholders and key external partners to coordinate content shoots, delivering on departmental content.
- Assist with the content for organizational creative collateral. Some examples include: Social media channels content, newsletter, annual reports, signage and other digital and print materials.
- Develop and oversee the content for various internal communication channels, including social, newsletters and annual reports.
- Performs other tasks and duties as assigned.



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REPORTING AND APPROVAL

1. Supports the Communications Manager in their planning and reporting activities.
2. Must request approval from supervisor, Communications Manager, before implementing changes, etc.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills, including writing, editing, and presentation skills
- Strong project management skills with the ability to handle multiple projects simultaneously.
- Strong work ethic with excellent interpersonal, communication and presentation skills.
- Ability to take direction and follow instructions.
- Ability to multi-task and prioritize work accordingly.
- Dependable, enthusiastic, versatile, and responsible.
- Collaborative, decisive, and able to work independently.
- Strong organizational and time management skills.
- Ability to maintain confidentiality, meet deadlines, and work well under pressure.
- Skilled user in various software applications such as Microsoft 365 Suite applications and any other work-related software (i.e. InDesign, Adobe)
- Resourcefulness and problem-solving aptitude.
- High attention to detail.
- High standards of ethics and confidentiality to handle sensitive information.
- A professional that can function independently on a day-to-day basis with freedom-to-act within their area of responsibility and in accordance with their qualifications.
- Strong stakeholder and partner management/engagement is critical.
- Experience with internal and external communications.
- Ability to absorb and apply constructive criticism from key stakeholders
- Understanding of current events and communication trends and it shows up in your work
- You listen, take feedback, respond quickly, and take initiative with a sense of urgency.
- Thoughtful, respectful, creative, empathetic and comprehends the multifaceted role communications plays in bolstering organizational success.
- Demonstrated commitment to ongoing professional development and continuous learning.
- Strong understanding of social, economic, political, and historical concerns in Indigenous communities is an asset.

MINIMUM TRAINING AND EXPERIENCE REQUIRED

- Degree or diploma in Communications or related field
- 5+ years of professional communications or social media experience
- Prior experience working with First Nation and/or Indigenous communities preferred.



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Special Requirements

1. The incumbent must maintain strict confidentiality in performing the duties of the Creative Communications Manager. The incumbent must adhere to the Privacy and Security Policies and Procedures of the Snuneymuxw First Nation; as well as his/her professional Code of Ethics.
2. The incumbent must adhere to the Snuneymuxw Personnel Policies.
3. Although the incumbent does not work shift work and is not on call, when an emergency or traumatic event occurs within the Snuneymuxw First Nation community, the incumbent may be called upon, outside of work hours.
4. The incumbent is required to provide copies of her/his professional certificates.
5. The incumbent possesses and maintains a valid BC Driver's License, has access to a reliable vehicle and appropriate insurance for work.

Snuneymuxw Standards

Our values will guide us towards becoming a stronger, more effective organization with a positive and mutually beneficial work environment for everyone.

Achievement	Deliver what matters Ensure clarity of direction and unity of purpose Inspire excellence and strive for outstanding results
Collaboration	Work together to build successful teams and partnerships Be open, inclusive and share knowledge See, provide and act on feedback
Community Commitment	Know our community and put them first Listen to and understand community needs Be responsive, close the loop and deliver on promises
Integrity	Own your actions, successes and mistakes Act with transparency, honesty and respect Do what you say you will do
Innovation	Look for ways to improve and create positive change Think broadly and take a wider viewpoint Be responsive to new ideas and opportunities