



Fort Nelson First Nation

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INTERNAL/EXTERNAL POSTING

Job Title:	Communications Planner (Clerk IV)	Posting #:	18-2023
Department:	Corporate Services/Administration	Grade:	G4
Location:	2026 Kennay-Yah Rd; Multiple Sites Served	FTE:	1.0
Supervisor:	Director, Corporate Services	Starting Rate:	\$26.70/hr
Key Duties:	Communications, Planning, Implementation	First Posted:	2023-05-12
Effective Date:	Immediate, full time permanent	Closes:	2023-05-26

Job Scope

The Communications Planner is responsible for assisting the Director of Corporate Services with the implementation of the employer's strategic communications plans, programs and initiatives. This employee works closely with all departments to design and deliver public awareness campaigns and advertising, and community engagement in digital and print formats, and will also design and deliver internal communications campaigns in consultation with appropriate staff. The Communications Planner works in a proactive manner to identify emerging issues and public relations opportunities to enhance community awareness. Additionally, this employee is required to perform a wide range of administrative and general support duties of a highly responsible and confidential nature, to assist the Director of Corporate Services and Executive Director, such as, backfilling leaves of the Clerk to Council. This work requires a high level of tact, integrity and confidentiality due to the great frequency of interaction with senior-level internal/external contacts and regular exposure to matters of a controversial and confidential nature.

Candidate Profile

The Communications Planner maintains a diplomatic approach in all matters, and possesses exceptional listening and observation skills, as well as exceptional written and verbal communication skills, and is a team player who is comfortable with deadlines, multi-tasking/task-switching, and prioritizing a busy workload. This employee is responsible for assisting the Director with the employer's communications plans to support organizational goals.

Minimum Qualifications

- Mature individual of professional presentation with a minimum grade 12 high school diploma, and combination of relevant experience.
- Two (2) years demonstrated experience supporting managers/administrative support at an intermediate or greater level.
- Experience with filing systems, record keeping, and resource libraries.
- Good communications principles and practices, especially as they relate to strategic corporate communications, tracking communications management, and media relations.
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite, Publisher, and Excel.
- Working some evenings and weekends is required when assisting with events.
- Knowledge of website and social media management including communications apps.
- Administrative research methods and modern office practices and procedures.
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccinations
- Ability to provide own transportation to and from work.



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- Satisfactory completion of a Police Information Check.
- Valid Class 5 BC Driver's License and drivers abstract is required.

Additional Information

The following training/certificates and additional assets are preferred, but the Employer may provide training to successful candidate:

- Business Administration certificate or diploma
- Experience taking minutes for formal meetings
- Previous public communications experience.
- Experience working for or a relational understanding of First Nations communities.
- Adobe skills
- Google™ drive, calendar, forms and other Google™ products.
- Ability to speak Dene and/or Cree.

Work Conditions

This work mainly takes place Monday to Friday, 8:30 a.m. – 4:30 p.m., excluding holidays. Evenings and weekends as required. Manual dexterity required to use desktop computer and peripherals. Driving/travel is an occasional requirement for work/and or training.

Application Instructions

Closes: May 26, 2023 at 11:59 p.m. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum requirements will receive a reply. * Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.