



Communications Officer Competition 25-12 – External Posting Location – Hybrid, FNESS Office(s)

The First Nations' Emergency Services Society of British Columbia (FNESS) is a not-for-profit organization and registered charity governed by a First Nation Board of Directors. FNESS supports BC First Nations in building safer, healthier, and thriving communities through programs focused on Awareness, Preparedness, Mitigation, and Recovery.

POSITION SUMMARY:

The Communications Officer provides leadership in the development and implementation of innovative and effective marketing and communications strategies for FNESS. This role involves creating and executing campaigns that support the goals of the marketing and communications strategy, managing digital platforms (including the FNESS website and social media), and producing content to engage internal and external audiences. The Communications Officer also writes for a wide range of materials, including articles and stories, and creates original print and online resources. This position works closely with the Communications Team and other departments to support organizational objectives.

DUTIES & RESPONSIBILITIES:

- Develops and implements marketing and communications strategies and plans aligned with the vision and mission of FNESS.
- Manages FNESS's website, ensuring it is secure, up-to-date, relevant, user-friendly, and optimized for Search Engine Optimization (SEO).
- Works with tech contractors to maintain and update the website, implementing necessary changes and improvements.
- Develops new web pages to enhance the website's structure and support organizational needs.
- Writes, curates, edits, and updates content for internal and external communications, including website content, email marketing, and social media channels.
- Creates digital and print marketing materials, such as social media posts, posters, brochures, and website graphics.
- Evaluates communication strategies and tactics, measuring key performance indicators (KPIs) and adjusting as needed.
- Attends organizational events to capture photos, videos, and stories for communication purposes.
- Supports the promotion of organizationally hosted events, workshops, programs, and initiatives.

This is not the full Job Description.

QUALIFICATIONS:

- A Bachelor's degree in Communications, Marketing, Public Relations, or a related discipline.
- A minimum of five years of experience in communications.
- Strong working knowledge of MS Office 365 (Outlook, Word, PowerPoint, Excel, SharePoint, Teams).

- Intermediate to advanced knowledge of graphic design software (Adobe Creative Cloud, Canva).
- Solid understanding of user experience and interface design.
- Experience in managing websites and social media platforms, including content creation and administration using systems such as Drupal or WordPress.
- Strong understanding of SEO, web analytics, and social media strategies.
- Experience with monitoring and interpreting website analytics to inform communication strategies.
- Experience working with tech contractors to maintain, troubleshoot, and update digital platforms.
- Excellent writing, research, and analytical skills, with the ability to problem-solve independently.
- Proven project coordination skills with the ability to multi-task and prioritize competing priorities.
- Exhibits strong interpersonal skills and a commitment to cultural competence, with a focus on working respectfully and effectively within diverse cultural contexts, adapting interactions to foster inclusivity and safety for all individuals.

KNOWLEDGE OF FIRST NATION CULTURE:

- Knowledge of the First Nation culture, customs, and language is essential for this position.

ADDITIONAL REQUIREMENTS:

- Physically capable of participating in fieldwork throughout the province of BC.
- Criminal Records Check (Vulnerable Sector)

Position Type: Full-time Employment Agreement, 7.5-hour shift Monday to Friday

Compensation: 70K - \$75K a year. Competitive compensation based on qualifications and experience.

Response: May be added to the FNESS Roster and will be available as required.

Closing Date: Open until filled

BENEFITS:

- Dental care
- Extended health care
- Life insurance
- Pension plan
- Paid 3 weeks' vacation

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is FNESS Policy to practice preferential hiring for Indigenous people. Candidates who wish to qualify for preferential consideration must self-identify.

We thank all candidates for their interest; however only those selected for an interview will be contacted.

Please forward a current resume and cover letter to: HR@fness.bc.ca

Attention: Administration Supervisor
First Nations' Emergency Services Society
102-70 Orwell Street
North Vancouver, BC V7J 3R5