



OLD MASSETT VILLAGE COUNCIL

P.O. BOX 189, OLD MASSETT,
HAIDA GWAI, V0T 1M0
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TOLL FREE: 1-888-378-4422

Communications Coordinator

Applications accepted via email only- details below

Old Massett Village Council, with an on-reserve population of approximately 750 members and an overall membership of approximately 3077 members, is situated on the beautiful North Coast of Haida Gwaii. Employment by the Old Massett Village Council ranges between 70-100 full and part-time employees. General operations are comprised of, but not limited to Capital Works, Housing, Economic Development, Education, Xaad Kil, Finance, Social Development, Emergency Services and Energy.

Position

We are seeking a passionate and goal-oriented individual to join the OMVC team as the Communication Coordinator. This position will focus on the design and implementation of communication activities to support various projects in all OMVC departments.

Reporting Relationship

The Communications Coordinator reports directly to the Band Administrator. The Communication Coordinator will work closely with Program Managers, Team leads, and our Program Assistants.

Summary- Roles and Responsibilities :

- Build and maintain a positive relationship with OMVC stakeholders.
- Produce and distribute the OMVC Monthly Newsletter, both internal and external.
- Review and summarize incoming information for appropriate distribution within the OMVC's networks.
- Support special communication projects- Work with Event planning committee
- Produce and distribute the OMVC Annual report along with the audit
- Assist with planning and content creation for the OMVC website and social media platforms including Instagram, Twitter, Facebook, YouTube, Event Apps and Vidflex.
- Monitor current events/media to identify opportunities for resource development, gatherings, collaboration, and promotion of OMVC programs and services.

Knowledge, Skills and Abilities

- Ability to lead with cultural safety and humility at all times.
- Knowledge of and ability to apply communication concepts, strategies and technical skills required in the planning, execution, and evaluation of communication plans.
- Demonstrated ability to provide strategic communications advice.
- Demonstrated ability to plan and write a broad range of copy for a variety of media and audiences.
- Ability to monitor and action current trends in writing, graphic arts, photographic arts, display/exhibit development and electronic communications such as social media.

- Ability to understand the essence and subtleties of communication from a broad stakeholder group.
- Support the research, design, development and implementation of multidimensional communications strategies and campaigns.
- Copyedit communications for accuracy, brand consistency, grammar, style and tone.
- Ability to work both independently and collaboratively in a team environment.
- Ability to plan and coordinate effective media publicity for cultural and special events.
- Demonstrated ability to problem-solve and resolve conflicts.
- Demonstrated ability to develop and maintain rapport and effective working relationships with internal and external stakeholders.

Qualifications

- Strong verbal and interpersonal skills
- Positive and enthusiastic team player with an ability to work effectively and collaboratively with a diverse and creative team
- Excellent oral, writing, proofreading and editing skills
- Completed education in communications field: public relations, marketing, journalism, or related field and a minimum of 2 years related experience (an equivalent combination of education and experience may be considered).
- Cultural competency and experience working with Indigenous communities and Indigenous service organizations.
- Strong PC software skills including experience with Microsoft Office (Word, PowerPoint, SharePoint, Outlook, Teams and Excel).
- Strong time management and organizational skills.
- Working knowledge of WordPress, Canva, MailChimp, and Adobe Suites are an asset.
- Must be able to provide a Criminal Record Check.
- Valid driver's license an asset.

Position Information

- This position is currently posted with an end date of August 31st, 2024. This position may be renewed at the end of the period dependent upon funding.
- This position is located at 348 Eagle Ave or one of OMVC's other office locations.
- The work week is 35 hours, and travel may be required.
- Three weeks paid vacation calculated on a prorated basis.
- A starting rate of \$26.52/hour

Please send resume and cover letter to:

Tania Collison, Reception | Email: omvcrec@oldmassett.ca

SUBJECT LINE MUST INCLUDE: Communications Coordinator

DEADLINE: Friday August 4th, 2023 at 4pm

(Only shortlisted candidates will be contacted)

Pursuant to section 41 of the BC Human Rights Code, preference will be given to qualified applicants of Indigenous ancestry (First Nations, Inuit & Metis).