



FIRST PEOPLES'
CULTURAL COUNCIL

Marketing and Communications Assistant

Victoria, B.C.

Join a growing team, dedicated to revitalizing B.C.'s Indigenous languages, cultures, and arts. We are small but mighty and we are making a difference. The First Peoples' Cultural Council (FPCC) is looking to fill a **MARKETING AND COMMUNICATIONS ASSISTANT** position to support the success and impact of our programs.

The Marketing and Communications Assistant works closely with the Communications team to raise the profile of the First Peoples' Cultural Council (FPCC) and contribute to effective communications and information sharing with our community stakeholders.

You'll be an integral part of our work, supporting communications about Indigenous languages, arts, and culture through a variety of communications/marketing activities and vehicles that will build the profile of the work of FPCC.

If you are an emerging communications/marketing professional who is looking to develop your experience working on meaningful communications projects in a dynamic, fast-paced organization with supportive colleagues, we look forward to hearing from you.

Who We Are:

FPCC is a First Nations-led provincial Crown corporation mandated to support First Nations language, arts, and cultural heritage revitalization in British Columbia.

What We Offer:

- We value your work-life balance and family/community time
- Dental, extended health and vision care for you and your family through Canada Life.
- B.C. Public Service Pension
- Additional statutory holidays, including National Indigenous Peoples' Day and National Day of Truth and Reconciliation
- Training and professional development opportunities to grow your career and skills
- Travel opportunities to conferences and community events



What You Will Do:

- Work collaboratively to create social media posts for Facebook, Twitter and Instagram and create compelling graphics and short videos to support posts using Canva.
- Update FPCC website and upload content to email newsletter.
- Monitor FPCC social media and social media channels of partners to build awareness of environment in which FPCC operates, stay on top of trends, recommend shares and retweets; respond tactfully to queries on social media with support of comms and program team members.
- Maintain the editorial calendar to support FPCC's social media platforms (Facebook, Twitter, LinkedIn, Instagram), the FPCC website and other online communications initiatives and campaigns.
- Measure and report on successes using Google Analytics, social media metrics, Meltwater etc. to support monitoring and evaluation of communications activities; identify issues, trends, and opportunities.
- Contribute to the development of communications materials, such as web stories, emailers, news releases, annual reports, newsletters, and presentations, which may include drafting materials for review.
- Coordinate FPCC's attendance at community and leadership workshops, conferences, and events with the FPCC tradeshow booth.
- Coordinate print projects, including obtaining quotes and supporting the review and finalizing of print proofs.
- Coordinate distribution of print materials, including newsletters, annual report, and other materials to key stakeholders throughout the year; maintain the distribution list.
- Coordinate ordering and distribution of promotional materials, track inventory.
- Coordinate the annual holiday card contest
- Perform other related duties as required.

What You Will Bring:

A post-secondary diploma with a focus in communications/public relations plus 1-2 years of similar experience, or an acceptable combination of equivalent education, training, or experience in related fields.



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Skills and Abilities That Would Help You Succeed:

- Excellent writing and research skills with a communications/social media focus.
- Savvy with technology, including content management tools, websites, and social media.
- Excellent organizational skills, including ability to manage multiple deadlines and projects.
- Demonstrated tact and judgment in interpersonal relationships.
- Ability to work independently and as part of a team; take initiative.
- Exceptional computer skills, including the MS Office Suite.
- Ability to thrive in a fast-paced environment.
- Ideally brings an Indigenous point of view to the development of materials that describe the work of FPCC and the value of Indigenous arts, heritage, languages, and cultures.
- Knowledge of and experience working with B.C. First Nations and Indigenous organizations and communities.
- Experience measuring success on various social media platforms, websites and in email communications an asset.
- Experience with design tools to create infographics for social media and digital (e.g., InDesign, Adobe PhotoShop, Canva, etc.) an asset.
- Experience adding content to WordPress an asset.
- Experience working in government, First Nations and/or Crown corporations an asset.

Working Conditions

- Majority of work is done in office
- Travel to attend meetings, conferences, seminars occasionally on short notice
- May be required to work evenings and weekends on occasion

For more information about the First Peoples' Cultural Council, visit: www.fpcc.ca

Please send a resume, covering letter and two writing samples by ? to:

Light Your Path Capacity Building

Email: lightyourpath@telus.net

Submissions from applicants with First Nations, Métis or Inuit ancestry are strongly encouraged to apply and will be given preference. Only short-listed candidates will be contacted for interview. All applications will be treated with strict confidentiality.



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The First Peoples' Cultural Council is located in Brentwood Bay and is grateful to have our home in the beautiful traditional unceded territory of the WSÁNEĆ Nation people, in the village of WJOLELP.

FPCC values all employees and the communities we serve, and the health and safety of the work environment is a top priority. As a condition of employment, all employees are required to be fully vaccinated or be able to provide a medical exemption.