



COMMUNICATIONS COORDINATOR - INDIGENOUS MANAGEMENT BOARD SECRETARIAT

BACKGROUND

The Indigenous Management Board (IMB) is a collaboration of eleven First Nations, being: Quw'utsun Nation (Cowichan Tribes, Halalt First Nation, Lyackson First Nation, Penelakut Tribe, and Stz'uminus First Nation), Malahat Nation, Pauquachin First Nation, Snuneymuxw First Nation, Tsawout First Nation and the W̱SÁNEĆ Leadership Council (Tsartlip First Nation and Tseycum First Nation). The purpose of the IMB is to take back the roles, responsibilities and authorities over the territories and waters and to collaborate on issues of shared interest with regards to Parks Canada operations.

The IMB, along with Parks Canada and the Province of British Columbia, have also created a Steering Committee to conduct a feasibility assessment for the proposed National Marine Conservation Area Reserve (NMCAR) in the southern Strait of Georgia of British Columbia.

The IMB is in the process of establishing an IMB Secretariat to support coordination, communications and planning for the IMB and the IMB Technical Committee internally, and in relation to their participation in the Steering Committee and feasibility assessment. The IMB is seeking a highly motivated Communications Coordinator to join the Secretariat. Reporting to the Secretariat Program Manager, the Communications Coordinator will support the development, coordination, management and dissemination of internal and external communications, and facilitate the arrangement of IMB meetings and events in a highly dynamic multi-team environment.

The IMB is committed to respecting diversity within our team and developing capacity for First Nations people within the eleven First Nations we represent. We encourage all First Nations applicants to self-identify as First Nations in our recruitment processes. ***Pursuant to Section 16(1) of the Canadian Human Rights Act, preference will be given to First Nations candidates.***

POSITION

Responsibilities Include:

1. Coordinate and engage leadership's participation in the IMB and Steering Committee through maintaining positive relationships.



2. Coordinate and arrange meetings and events including making reservations and travel arrangements, ordering food, and supporting cultural protocols.
3. Support the set-up for virtual, in-person and hybrid meetings and events.
4. Record and distribute meeting minutes and track action points.
5. Assist in creating and implementing communications tools, products and organizational processes to support effective communication among IMB delegates, IMB technicians, member Nation's leadership, and communities, including maintaining an up-to-date database of contacts.
6. Coordinate the creation and distribution of high quality communications materials for different audiences including videos, briefing notes, updates and presentations.
7. Support IMB delegates and technicians in grounding IMB work in Indigenous knowledge, including possible support for an Elder's and/or cultural knowledge holder's committee.
8. Contribute to aspects of project management including scheduling, work planning, and task tracking as needed.
9. Assist in organizing and maintaining a multi-user file management structure, tracking source documents, and in compiling and entering data.
10. General office organisation, administration and reception duties.
11. Perform other duties and responsibilities as necessary in the performance of the position and as assigned by the Program Manager.

PREFERED EXPERIENCE & QUALIFICATIONS

- Experience working with First Nations and/or First Nations collectives.
- Grade 12 or GED
- Post Secondary courses in First Nations Studies, Administration, Business, Information Management and/or Communications or combination of equivalent education and experience.
- At least 2-3 years of experience working in a similar position.
- Experience in coordinating events and meetings.
- Proficient in Microsoft software applications (Word, Excel, Outlook, others) and ability to learn other programs.
- Possess valid driver's licence and have access to a reliable motor vehicle.

PREFERED ATTRIBUTES

- Able to work independently, multitask, keep track of multiple deadlines, and plan activities to meet priorities.



- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Able to act with tact and diplomacy, maintain effective working relationships, and contribute as a team member.
- Must be able to maintain strict confidentiality.

ADDITIONAL DESIRABLE EXPERIENCE & SKILLS

- Film-making and editing
- Branding and communications design
- Experience with publishing software such as Microsoft Publisher or Adobe

NOTE: The IMB operates in a distributed office environment. Currently, members of our team live and work from various locations on South Eastern Vancouver Island, including Brentwood Bay. Working location (including at home) and arrangements will be negotiated with the successful candidate. IMB will provide in-office equipment and a portable laptop. When working from home, Candidates should have stable access to an internet connection and be prepared to provide their own at home office equipment i.e. desk, chair, screen.

TERM

The position is a two-year contract based on a 30-40 hour work week, with a rate commensurate with experience (salary scale \$50,000 - \$62,000, negotiable for contractors). There may be an opportunity for renewal or extension.

Terms of the contract, including flexibility as to whether the role is on contract or by employment, will be negotiated with the successful candidate.

ORGANIZATION

Reports to: the Program Manager for the IMB Secretariat



TO APPLY

We invite applications consisting of a one page cover letter, responses to the questionnaire attached to the end of this job posting, and a resume with names of references. Applications to be submitted to robyn.kefi@wsanec.com, with the subject line: Communications Coordinator - IMB Secretariat Application, no later than **4:00 pm PST Friday February 9th, 2024.**

IMB
% W̱SÁNEĆ Leadership Council Society
800b Stellys Cross Rd
Saanichton, BC V8M 1J4

The Indigenous Management Board thanks all applicants for their interest, however, only those selected for an interview will be contacted.



Communications Coordinator - Indigenous Management Board Secretariat

Job Application Questionnaire

Please outline your relevant qualifications and/or equivalencies (Maximum 1000 words):

Please outline your experience working with First Nations and or First Nations Collectives (Maximum 1000 words):

Please outline your experience coordinating and arranging meetings and events, and delivering pre and post meeting communications (Maximum 500 words):

Please outline your experience supporting effective communications and encouraging engagement in multi-party meetings (Maximum 500 words):