COMMUNICATIONS & ENGAGEMENT COORDINATOR

INDIGENOUS MANAGEMENT BOARD SECRETARIAT

JOB OVERVIEW

The Indigenous Management Board (IMB) is looking for a **dedicated and experienced communications and engagement specialist** who is motivated to work in a highly dynamic collaborative multi-team environment. Reporting to the Program Manager of the IMB Secretariat, the Communications and Engagement Coordinator will lead the implementation of the IMB Communications Strategy, including planning, coordinating, and delivering communications and engagement on behalf of the IMB with internal and external audiences. This role will coordinate and work closely with the IMB Technical Committee (IMBTC) Communications Team and will act as the IMB Secretariat lead on a tripartite (IMB, BC, and Parks Canada) communications and engagement technical working group.

The 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 (representing Tsartlip First Nation and Tseycum First Nation). The purpose of the IMB is to take back the Nations' roles, responsibilities, and authorities over the territories and waters and to collaborate on issues of shared interest with regards to Parks Canada initiatives and operations. The IMB is developing a Shared Vision for how leadership and communities of the Nations will work together to achieve these objectives.

The IMB, Parks Canada, and the Province of British Columbia have 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 also involved in negotiations regarding the management of Gulf Islands National Park Reserve, and broader marine governance approaches.

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

ESSENTIAL FUNCTIONS

With the direction and support of the Program Manager and the IMBTC, the Communications & Engagement Coordinator will lead and/or carry out, three essential functions:

1. Communications and Engagement with Leadership, Delegates, and Technicians of the IMB
2. IMB Communications and Engagement
3. Trilateral Communications & Engagement

Communications and Engagement with Leadership, Delegates, and Technicians of the IMB
Lead implementation of communications and engagement activities for internal audiences – IMB member Nations' leadership, IMB delegates and alternates, and IMB technicians – as outlined in the IMB Communications Strategy. As lead, you will work closely with the IMBTC Communications Team, the IMB Secretariat Program Manager, and the IMB Administrative Coordinator. Activities include:

1. Track all communications and engagement action items arising from IMB and IMBTC meetings and lead and coordinate efforts to carry out these actions.
2. Provide regular updates and briefings to IMB and IMBTC on communications and engagement activities.
3. Draft and coordinate review of briefing notes, presentations, and other products for IMB on all communications and engagement activities.
4. Support IMB technicians and Secretariat staff/contractors in preparing high quality presentations and briefing materials from a communications perspective.
5. Respond to all leadership, delegate, alternate, or technician inquiries related to communications and engagement activities.
6. Provide IMB orientation presentations for new IMB delegates and technicians.
7. Gather input, draft, format, and coordinate review of the IMB annual report.
8. Contribute to the coordination of online and in-person IMB and IMBTC meetings and events to support relationship building.
9. Disseminate updates from IMB, IMBTC, and the Secretariat and explore different mediums for dissemination (eg., audio, visual, social media, etc.).
10. Coordinate the meetings and activities of the IMBTC Communications Team.

IMB Communications and Engagement
On behalf of IMB(TC), implement activities related to Tier 1 audiences (IMB member Nations communities and neighbouring Nations), Tier 2 audiences (federal and provincial Crown), and Tier 3 audiences (stakeholders and the public) as outlined in the IMB Communications Strategy. As lead, you will coordinate and work closely with the IMBTC Communications Team and IMB Secretariat Program Manager. Activities include:

11. Plan and coordinate IMB-led engagement events with IMB member Nations communities and with neighbouring Nations:
    - Develop invitations, posters, and event promotional materials.
    - Coordinate development of presentations, handouts, and other materials.
    - Coordinate and oversee logistics, including managing any required contracts.
12. Support the Elders Committee by creating communications materials and helping to

coordinate Elders Committee meetings and events.

13. Prepare centralized presentations and materials for IMB representatives and technicians to use for engaging leadership and community within their own Nations.
14. Prepare summary reports and updates on engagement events for sharing with IMB member Nations leadership and communities.
15. Maintain and update IMB social media channels and draft social media posts.
16. Disseminate and promote the IMB Hearts + Minds film and create further high quality video products (including managing any required contracts).
17. Lead the implementation of activities related to Tier 2 audience - federal and provincial Crown - as outlined in the IMB Communications Strategy.
18. Provide IMB orientation presentations to Crown staff, NGOs, and relevant stakeholders working with IMB.
19. Build relationships and share IMB-approved communications with NGOs, stakeholders, and the public.
20. As directed by IMB, develop and implement specific public relations strategies including relationship building with media, drafting letters to editors, coordinating interviews for IMB co-chairs, etc.
21. Work towards implementing additional communications tools as outlined in the IMB Communications strategy such as:
    - Develop and maintain an IMB website (including managing any required contracts).
    - Create a frequently asked questions page that addresses commonly asked community and public questions.

Trilateral Communications & Engagement

Act as the IMB Secretariat lead on the trilateral (IMB, BC, and Parks Canada) Communications and Engagement Technical Working Group. Trilateral communications and engagement is currently focussed on the NMCAR feasibility assessment but could be expanded to include other initiatives including Gulf Islands NPR. As lead you will coordinate and work closely with the IMBTC Communications Team, the IMB Secretariat Program Manager, and staff from Parks Canada and the Province of BC. Activities include:

22. Contribute to the development, review, and implementation of a trilateral public and stakeholder engagement strategy for the NMCAR Feasibility Assessment.
23. Contribute to the development, review, and dissemination of trilateral key messages and communications materials with regards to the NMCAR Feasibility Assessment.
24. Bring forward ideas and input from IMB(TC) to the trilateral technical working group, provide regular progress updates to IMB(TC), and coordinate IMB(TC) review of communications and engagement plans and products.
25. Co-develop content that could be used in various trilateral resources (e.g., pamphlets, websites, slide decks, etc.).

GENERAL

26. Support the planning and set-up for virtual, in-person, and hybrid meetings and events as needed.
27. Develop support for IMB(TC) through building and maintaining positive relationships.
28. Maintain confidentiality on all matters relating to the activities and discussions of the IMB and Steering Committee.

REQUIRED EDUCATION AND EXPERIENCE

- Grade 12 or GED equivalency.
- Three or more years experience working in a communications and/or engagement role.
- Demonstrated experience coordinating multi-party meetings and events.
- Demonstrated experience writing and designing communications materials.
- Demonstrated experience working in a highly collaborative environment.
- Demonstrated experience working with First Nations.
- Proficiency in Microsoft software applications (Word, Excel, Outlook, Powerpoint) and publishing software such as Microsoft Publisher, Adobe, Canva, etc.

REQUIRED ATTRIBUTES

- Strong organizational and planning skills.
- Ability to deliver projects under tight time constraints.
- Ability to work independently with a significant level of autonomy, track multiple deadlines, and plan activities to meet priorities.
- Ability to manage meetings and work effectively in virtual, in-person, and hybrid environments.
- Ability to collaborate and contribute effectively in a highly dynamic multi-team environment.
- Ability to establish rapport with people of diverse backgrounds, act with tact and diplomacy, and maintain effective working relationships.
- Excellent verbal and written communication skills.
- Ability to summarize and interpret complex information into plain language documents and presentations.
- Knowledge of modern office practices, software, and equipment.
- Willingness to learn new software applications and programs.
- Ability to travel locally for meetings and events.
- Availability to work flexible hours on occasion.
- Must be able to maintain strict confidentiality.

DESIRABLE EDUCATION AND EXPERIENCE (OPTIONAL)

- A college or university certificate, degree, or post-secondary courses in a related field such as communications, First Nations studies, journalism, public relations, digital media, etc.
- Experience facilitating meetings or leading complex discussions.
- Experience working with Indigenous collectives (e.g., tribal councils, consortiums, regional organizations).

- Film-making and editing.
- Website development and maintenance.
- Social media.
- Branding and graphic design.
- Valid driver's licence and access to a reliable motor vehicle.

NOTE: The IMB operates in a distributed office environment. Currently, members of our team live and work from various locations on southeastern Vancouver Island. Working arrangements will be negotiated with the successful candidate and may include a combination of in-office (Brentwood Bay) and remote work. IMB will provide in-office equipment and a laptop. When working from home, candidates are expected to provide their own stable internet connection and home office equipment (i.e., desk, chair, screen).

TERM

The position is an 8-month contract based on a 40-hour work week, with a rate commensurate with experience (salary scale $65,000 - $75,000, 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: Program Manager for the IMB Secretariat

TO APPLY

We invite applications consisting of a one page cover letter, responses to the job application questionnaire (see below), and a resume with names and contact information for three references.

Please submit your application to IMBprogrammanager@wsanec.com, with the subject line: Communications and Engagement Coordinator - IMB Secretariat Application, no later than **midnight PST Sunday July 27, 2025.**

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

Communications and Engagement Coordinator
Indigenous Management Board Secretariat

Job Application Questionnaire

1. **Please tell us how your cultural background and/or experience influences your approach to communications and engagement (max 250 words).**

   Optional: If you feel comfortable, please self-identify if you are Indigenous and tell us about your connection to your community.

2. **Please outline how you meet the Required Education & Experience (max 250 words each):**

a) Grade 12 or GED equivalency.

b) Three or more years experience working in a communications and engagement role.

c) Demonstrated experience coordinating multi-party meetings and events.

d) Demonstrated experience in writing and formatting communications materials.

e) Demonstrated experience working in a highly collaborative environment.

f) Demonstrated experience working with First Nations.

g) Proficient in Microsoft software applications (Word, Excel, Outlook, Powerpoint), and publishing software such as Microsoft Publisher, Adobe, Canva, etc.

3. Please outline if you meet any Desirable Education and Experience (Max 250 words each):

a. A college or university certificate, degree, or post- secondary courses in a related field such as communications, First Nations studies, journalism, public relations, digital media, etc.

b. Experience facilitating meetings or leading complex discussions.

c. Experience working with Indigenous collectives (e.g., tribal councils, consortiums, regional First Nations organizations).

d. Film-making and editing.

e. Website development and maintenance.

f. Social media.

g. Branding and graphic design.

h. Valid driver's licence and access to a reliable motor vehicle.