

First Nations Education Steering Committee

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Manager, Communications and Events

Join us to make a lasting impact!

The First Nations Education Steering Committee (FNESC) is currently looking for a dedicated, energetic and organized Manager, Communications and Events to join our hard working team who work collaboratively and diligently to improve education for all First Nations students in BC. Since 1992, FNESC, led by a strong and diverse board of over 125 First Nations community representatives, has worked in partnership with the First Nations School Association (FNSEA), and the Indigenous Adult Higher Learning Association (IAHLA). Communications, research, partnership-building, resource development and advocacy are all part of the work we do to advance issues in First Nations education.

Duties and Responsibilities:

- Overseeing the development of print and digital communications including responsibility for multiple websites, the FNESC and FNSEA Annual Report, social media content, and informational or promotional materials;
- Overseeing external communication from all departments to ensure consistent quality, accuracy, tone, and alignment with FNESC's key messages and policy positions;
- Providing strategic communications advice to FNESC and affiliated organizations to ensure all external communications provide a high quality, balanced, objective and clear message;
- Developing and championing policies and guidelines related to both internal and external communication.
- Overseeing event coordination for events ranging from 10 – 1000 attendees including project scope, timelines, budgets, and workplans;
- Managing and supporting the Events Coordinator, and the Senior Officer, Communications.

We encourage you to apply if you want to join an organization that makes a difference and possess the following:

- A Degree in Communications, Public Relations, Public Administration or other relevant discipline;
- Minimum of 5 years' experience working in communications and appropriate experience with events coordination;
- Minimum of 3 years' experience managing budgets, reporting and program management;
- Minimum of 2 years' experience managing and leading employees;
- Experience working with Board members, Managers, staff and public, and political officials;
- Ability to lead by example, demonstrate leadership, client service attitude, and integrity;
- Excellent organizational, communication, interpersonal, and time management skills;
- Some understanding of First Nations culture and educational issues is an asset.

We offer full-time meaningful work in a professional, friendly, and respectful office environment which is easily accessible by transit and right next door to Park Royal Mall. We enjoy having occasional lunches together as a team – pizza is one of our favourites. Our benefits and pension plans are above average, as is our vacation entitlement. We also offer professional development and a health and wellness subsidy for all of our employees.

This is a full-time position with most of the work being done between 8:30 a.m. and 4:30 p.m. However, the nature of this position is such that occasional work outside of those hours, including weekend work, may be required.

The salary for this position is \$85,000.00 per year.

We thank everyone who applies for their interest in FNESC. Unfortunately, due to the volume of applications, we are only able to respond to those applicants who are selected for an interview. We cannot respond to telephone or email inquiries.

If what we have to offer fits what you're looking for, please send your resume and cover letter to jobs@fnesc.ca