

First Nations Education Steering Committee

Suite #113-100 Park Royal South, West Vancouver, BC V7T 1A2
P: 604-925-6087 Toll-Free: 1-877-422-3672

FNESC Careers www.fnesc.ca/employment jobs@fnesc.ca



Officer, Communications

Join us to make a lasting impact!

The First Nations Education Steering Committee (FNESC) is currently looking for a dedicated, energetic and organized Communications Officer to join our hard-working Communications and Policy team who work collaboratively and diligently to improve education for all First Nations students in BC. The position will involve a variety of duties related to providing timely and effective communication between FNESC/FNSA/IAHLA and First Nations, other organizations, and the general public. Major duties include writing and editing of correspondence, promotional materials, and web copy, and assisting with project management and implementation of communications standards. The position will provide significant communications support for other departments.

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 (FNSA), 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:

1. **Communication and Promotion:** Coordinating communications with audiences that include First Nations, First Nations schools, the public, and other education stakeholders. Writing and editing presentations, event communications, news updates, web copy, and other products, plus web maintenance. Coordinating media monitoring, communications planning, and internal communications support.
2. **Writing and Editing:** Preparing content for correspondence, presentations, web copy, social media copy, and information packages on a variety of subjects. Editing/proofing communications and researching to inform communications materials.
3. **Coordination of Projects:** Providing project management support for communications initiatives. Coordinating with partners for joint communications projects.
4. **Department and Team Support:** Providing communications support and guidance to FNESC/FNSA/IAHLA. Developing communications standards and templates and training staff on their implementation.
5. **General Public Correspondence:** Responding to inquiries and information requests about FNESC, FNSA and IAHLA and education topics.
6. **Maintaining and Creating Image Assets:** Maintaining photo/video/image assets and supporting the implementation of image use guidelines and branding. Creating graphic assets like event banners and flyers, providing feedback on design, and providing input on graphic design projects.

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

- A minimum of a post-secondary certificate, diploma, or degree in a relevant field (Communications, Public Relations, Business Administration, Marketing, Office Support, or other field that highlights strong writing skills)
- Exposure to or experience working with issues concerning communication is preferred;
- Excellent organization, information management and time management skills;
- Strong sense of responsibility and initiative;
- A strong understanding of privacy and confidentiality combined with the ability to maintain confidentiality on all personal and organizational information;
- Strong attention to detail;

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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 favorites. Our benefits and pension plans are above average, as is our vacation entitlement. We also offer professional development and a health and a wellness subsidy for all of our employees.

This is a full-time, permanent 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. We may consider requests for partial-work-from-home for the right employees and in circumstances that work for everyone

The salary for this position is \$58,710 per year.

FNESC requires that all FNESC staff be fully vaccinated for COVID-19 for two reasons: First, because FNESC takes its responsibility to create and maintain a healthy workplace very seriously. And, second, because many of our staff attend First Nations communities in-person. Some First Nations have unique requirements and vulnerabilities related to communicable diseases like COVID-19, and FNESC always respects the needs of First Nations.

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.

Please send your resume and cover letter to jobs@fnesc.ca