



Lax Kw'alaams Band
206 Shashaak Street,
Lax Kw'alaams, B.C. V0V 1H0
PH: 250-625-3293 F: 250-625 -3246

JOB OPPORTUNITY

Communications Officer – Full-time Permanent

Date Classified: May 17, 2024

Location: Prince Rupert or Lax Kw'alaams, BC

Business Unit: Administration

Reporting to: Manager of Communications and Public Relations

The Lax Kw'alaams Band has an immediate opening for a full-time permanent Communications Officer. They would perform a variety of tasks, such as the creation and development of print and online communications, email marketing, advertising across a variety of platforms, website management and content development, press releases, community videos and media project management. You are expected to be a creative and motivated individual who works well in a team environment. This person will take initiative in tasks that need to be completed in a timely manner.

Duties and Responsibilities will include but not be limited to:

- Develop and implement approved communication plans, programs and initiatives, as directed by the Manager of Communications and Public Relations
- Lead/liaise with non-communications staff on communications projects, as directed
- Ensure outgoing communications are in line with the strategic priorities of the Lax Kw'alaams Band council and administrative departments
- Research and develop content to support presentations, advertisements, website and digital content, brochures, and other Band communication marketing assets
- Prepare briefing materials, fact sheets and presentation content as directed
- Complete deliverables of the annual advertising calendar
- Support work with external suppliers to prepare cost estimates, and ensure communication products are produced and delivered in a timely manner
- Monitor and report on media coverage of the Band to the Manager of Communications and Public Relations
- Review, manage and update communications assets, including the creation of original digital media assets for marketing purposes (photo, audio, video etc), as directed
- Work with the Manager of Communications and stakeholders to research and develop a variety of communications materials, including news releases, articles, editorials, newsletters, annual reports and other written communications products
- Plan, coordinate, and execute special projects, displays, events etc as they relate to communications, as directed
- Perform all other tasks within the scope of the position, as assigned by the Manager of Communications and Public Relations

Education, Experience and Knowledge

- At least 2 years of related work experience
- Formal training in Communications or a related field is an asset, or a combination of education and work experience may be considered for an otherwise viable candidate
- Proven experience in supporting successful communications, media relations, events and corporate reputation initiatives
- Excellent verbal and written communications skills, including editing
- Solid time management and prioritization skills, with the ability to juggle multiple and sometimes competing priorities simultaneously. Highly organized and detail oriented
- Strong proficiency in using a suite of applications; including Microsoft Word, PowerPoint, Excel, Canva, and Adobe Creative Cloud products
- Knowledge of social media account and platform management and digital marketing tools, in particular Wordpress, Facebook, Twitter, Instagram, LinkedIn, YouTube, Google Analytics, Google Workspace etc.
- Highly motivated and able to work independently and as a part of a team
- Able to deal with people sensitivity, tactfully, diplomatically, and professionally at all times

Working Conditions

- Ability to demonstrate a commitment to embodying a healthy lifestyle.
- The successful candidate may be asked to provide a current Criminal Record Check, including a Vulnerable Sector Screening as a condition of employment.
- Remain in full compliance with all public health orders and Band policies.

Compensation & Benefits

- \$32.00 per hour
- CUPE Union position
- This position is open to all genders

Submission Deadline:

- May 31, 2024
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Indigenous Ancestry.
- We invite all interested parties to reply in the strictest confidence to the Human Resources Department: hr_mgr@laxband.com