



JOB OPPORTUNITY

Communication Specialist, Full-time (35 hours/week)

The BC Aboriginal Child Care Society (BCACCS) is a Centre of Excellence for Indigenous Early Learning and Child Care (IELCC) that is committed to ensuring every Indigenous child in BC has access to spiritually enriching, culturally based, high quality early learning and childcare services.

We are currently seeking a **Communication Specialist** to play a vital role in assisting the communication department supporting external communication efforts to position BCACCS as a strategic leader in Indigenous ELCC.

Position Summary

Reporting to the Executive Director, the communication specialist will build a cohesive and collaborative communications team and support them in meeting the organizational strategic goals, while focusing on internal and external communications including social media, traditional media, issue management and information sharing. This position will be responsible for sharing BCACCS stories and works with member nations, communities, partners and the public.

Responsibilities and Deliverables

- Developing and executing the strategic communication plans to support the Society's commitment to deliver transparent and regular communication with internal and external audiences
- Supporting multi-disciplinary teams towards project/campaign/service communication objectives
- Providing management support and communications advice/expertise to staff and leadership
- Working closely and in direct consultation with Executive Director and Team Leads to deliver communications needs
- Write, edit, and produce various communication materials, including but not limited to:
 - Articles
 - Visual Design
 - Bulletins
 - Newsletters
 - Annual Reports
 - Web Publishing
 - News Releases
 - Talking Points
 - Briefing Notes
 - Brochures
 - Pamphlets
 - Backgrounders
 - Presentations
- Support media relations activities
- Maintain an on-line presence including ongoing posting of information to the website and social media accounts by collaborating with program service areas for information gathering
- Maintain visual identity and branding materials and ensure compliance with policies
- Maintain and/or support development of the communication department planning documents such as content calendar, communication plan, and executive updates.
- Measure and report on results of communication efforts
- Performing other related duties as assigned

Knowledge, Skills, and Abilities

- A post-secondary degree or diploma with a focus in communications, marketing, public relations, or journalism
- Minimum of 5 years of relevant experience, or a combination of education, training, and experience
- Understanding of Indigenous and world views and perspectives and cultures
- Skilled storyteller with great people skills and a passion for creating and communicating
- Ability to perform graphic design needs for print and online use using platforms such as Adobe or Canva
- Proficient in the use of Microsoft Office, Excel, Adobe suite (design)/or Canva, photo editing, Facebook, Twitter, LinkedIn, YouTube, Instagram, and website updating applications (WordPress)
- Knowledge of best practices around digital accessibility, branding, marketing, and online communications data collection / analysis
- Ability to manage confidential and/or sensitive issues in a professional manner

What We Offer

Salary: \$72 – \$76,000 per annum (Commensurate with qualifications and experience)

Benefits and Perks:

- 3 weeks' vacation to start
- Competitive wage commensurate with knowledge and experience
- Extended health package on successful completion of 90-day probationary period
- Participation in a matched pension plan
- 35-hour work week
- Sick Pay and a variety of leaves
- Learning and professional development opportunities

Conditions

In accordance with section 41 of the BC Human Rights Code and Section 15 of the Canadian Charter of Rights and Freedoms, preference will be given to qualified candidates with Aboriginal ancestry.

Work is performed primarily in the office, Monday through Friday, between the hours of 9:00 am to 5:00 pm. Occasionally travel to attend meeting and training may be required.

Closing Date: Posting will remain open until filled and will close without notice

Start date: As soon as possible

How to apply

Please submit a cover letter and 2 references, along with a complete resume to hr@acc-society.bc.ca

We thank all those who apply. Only those candidates selected for an interview will be contacted.