



## **SENIOR COMMUNICATIONS OFFICER**

### **One Year Full-Time Term Position (with possibility of extension)**

#### **About the Coastal First Nations – Great Bear Initiative**

Coastal First Nations – Great Bear Initiative (GBI) is an alliance of First Nations on BC’s North and Central Coasts and Haida Gwaii that work together to protect our homelands, build stewardship capacity, and develop sustainable economic opportunities. You can learn more about us both as an organization and the projects we engage in by checking out our website at [www.coastalfirstnations.ca](http://www.coastalfirstnations.ca)

#### **Project Background and Scope**

As a Senior Communications Officer, reporting to the Communications Coordinator, you will pitch and create quality content for our newsletter, *Stories from the Coast*, social media, annual report, e-newsletter, website, as well as other communication materials on Great Bear Initiative projects including marine use planning, stewardship, connectivity, stewardship as well as stories from our communities. Please note that this is a partial remote-working opportunity.

Core duties and responsibilities of the position include: researches, writes, reviews and edits newsletter articles, speeches, web content, media releases, special events, feature articles, publications and promotional materials; generates creative storytelling ideas; conducts high-quality research on different topics and interviews; creates short and long form stories; proofreads and edits articles; meets strict deadlines and fact-checks information; provides community engagement support; provides communications support and advice for fundraising efforts; provides communications and media training and support for board, staff and committees; and other duties as assigned.

#### **Required Qualifications**

The successful candidate will be a strong storyteller who has exceptional written and verbal communication skills which include excellent editing skills. They will have knowledge of the Great Bear Initiative and Coastal First Nations communities, strong interpersonal and relationship-building skills, will be a creative thinker who is comfortable working both independently and in a team environment, someone who embraces feedback and a desire to learn and improve, a self-starter with proven experience producing high-quality copy and content, is comfortable using Microsoft Office products, and has excellent time management and organizational skills. A bachelors’ degree in journalism, communications or a relevant field will be considered an asset.

**To apply:** If you are interested in being considered, please submit a brief cover letter by outlining your background, your goals, why you are interested in this role, a resume and 2-3 writing samples to: [bbrown@coastalfirstnations.ca](mailto:bbrown@coastalfirstnations.ca) **before 3:00 p.m. Thursday April 8<sup>th</sup>.**

Please note that CFN-GBI hires on the basis of skills, ability and qualifications, however, in support of our strategy to achieve our employment goals for Aboriginal peoples, qualified Indigenous applicants, particularly from the CFN-GBI alliance Nations who at the time of application indicate such, will be given priority. Please note that only those shortlisted will be contacted.