

Job Description

Title *Communications Technician – Anticipatory Staffing*

Reports To: *Treaty Team Coordinator*

Job Summary

Working closely with the Treaty Team Coordinator, the Communications Technician ensures NStQ citizens and the public are informed and up-to-date on treaty issues. The Communications Technician oversees all aspects of Treaty department communications including the development of publications, pamphlets, and handouts, website, Facebook using a variety of methods to distribute information. The Communications Technician maintains the website; acts as the editor of a newspaper; and provides technical research assistance to communication personnel of the NStQ communities in their treaty communications initiatives.

Duties and Responsibilities

A: Communications:

1. Leads, develops, and coordinates communication policy and strategies regarding treaty activities and issues
2. Summarizes lengthy complex reports, agreements, issue/position papers, and treaty chapters for a variety of audiences
3. Assists communities with their treaty related communications when required
4. Informs and educates members of the media on treaty and treaty related issues
5. Develops, maintains and coordinates a contact list of NStQ members for communications and other treaty related requirements, enters member information into the Highrise contact list
6. Participates in and coordinates special public relations projects on treaty related matters

B: Media Relations:

1. Develops, coordinates and implements a strategic media plan regarding treaty activities and issues
2. Informs the media and the public of upcoming treaty activities including protocols and participation
3. Writes press releases for the governing body to respond to media and public inquiries regarding treaty activities and issues
4. Maintains contact with local reporters and journalists to develop working relationships
5. Informs and educates members of the media on treaty and treaty related issues

C: Newspaper:

1. Coordinates and publishes a monthly newspaper
2. Solicits submissions from Treaty Team members, community members, Working Group members and others
3. Represents the NStQ interest by developing relationships with the NStQ community to gather views for newspaper articles
4. Conducts interviews and writes articles for the newspaper
5. Edits all submissions to the newspaper
6. Coordinates the distribution of the newspaper

D: Treaty Research:

1. Stays up-to-date on media coverage of treaty issues
2. Evaluates and summarizes or develops notes on the importance of articles and court case including the implications to NStQ
3. Attends technical working group, negotiation and other meetings as directed to stay informed on treaty issues
4. Maintains an awareness of the status of other treaty tables as time permits
5. Prepares written documents of treaty information for the Treaty Team, Leadership and for community members

E: Other:

1. Maintains and enhances website, Facebook sites and other social media tools performing day-to-day website and blog maintenance, posting content and answering comments
2. Assists the treaty department and treaty team to organize and set up meetings

3. Documents and provides written summaries of treaty meetings
4. Participates on committees as appropriate
5. Works with supervisor on training needs and interests
6. Produces and edits videos for treaty related matters
7. Oversees the maintenance of resource centre
8. Other duties as assigned or required

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and to maintain confidentiality of all information gained while working with the organization.

Qualifications

Education:

1. Diploma in communications, graphic arts, English, First Nations Studies and/or a related field or combination of equivalent experience

Competencies:

The Communications Technician should demonstrate competence in the following:

1. Provides Customer Focused Service - Creates customer-focused service and solutions with a genuine interest in meeting the needs of all parties
2. Respect for Others – Builds Trust - Interacts sensitively, respectfully and in a non-judgmental manner to develop and maintain co-operative relationships. Models the values of the organization and demonstrates integrity in all actions
3. Strategic Performance - Contributes to the organization's strategic performance by linking long-range vision and mission to the daily work, developing individual and/or group goals, aligning goals with organization objectives and building commitment of staff to this direction
4. Communicates Information - Communicates and discusses with team critical information including rationale behind decisions. Creates an environment where open honest communication is valued and develops strong, cooperative relationships
5. Initiative - Is a self-starter, seeking out or taking the initiative to identify new challenges or opportunities and proactively doing things
6. Analytical Thinking - Observes identifies and organizes information to detect underlying issues. Recognizes patterns to interpret implications, ascertain solutions and make recommendations

Skills and Abilities:

1. Computer skills for Microsoft Office to the Advanced level (very skilled with the program and can help others learn and use more challenging techniques)
2. Knowledge and fluency in media software (CS4 - Photoshop, Illustrator, Coffee Cup; Joomla, etc)
3. Knowledge and fluency in video production and editing
4. Knowledge and fluency in web design and development, use of CMS software such as WordPress, Phonevite and Mailchimp
5. Excellent writing, research, presentation, and facilitation skills
6. Excellent communication skills; good communicator
7. Excellent analytical skills
8. Strong interpersonal skills with the ability to build strong relationships, listen and understand differing points of view

Experience:

1. Three years to five years communications experience using a variety of media, writing, and web sites design and/or maintenance

Working Conditions:

1. Travel in this position is required
2. Non-standard hours of work
3. Supervision received is moderate with less frequent direction and occasional review of the work performed
4. Ability to occasionally lift items as heavy as 25 lbs.

Conditions of Employment:

1. Must be able to obtain and maintain a Criminal Records Check

2. Must be able to obtain and maintain a valid BC Driver's Licence
3. Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

Directly Supervises:

1. None

General Category:

1. Operates as part of a team and is flexible about the boundaries and functions of the job
2. Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands
3. Ensures that all internal and external deadlines are met
4. Travels as required in the performance of their job
5. Serves on committees as directed by the Executive Director or Supervisor
6. Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
7. Successfully completes all training courses undertaken at the direction of Executive Director or Supervisor
8. Maintains confidentiality of all information seen, heard or obtained by virtue of employment
9. Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

Position Classification:

Salary Grid Level: 5

Security Level:

<p>I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as a source to evaluate my job performance.</p>	<p>Employees Signature: _____ Name: _____</p>	<p>Date: _____</p>
<p>The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.</p>	<p>Supervisor Signature: _____ Name: _____</p>	<p>Date: _____</p>