

Lytton First Nation

EMPLOYMENT OPPORTUNITY

Communications Manager

The **Lytton First Nation (LFN)** is recruiting a qualified and experienced **Full-Time Communications Manager** within the Administration Department. The Communications Manager will be responsible for the implementation, development, and information management and distribution of internal and external communication for Lytton First Nation. This position must work in collaboration and closely with the Chief and Council, Band Administrator, and the Management Team. The successful candidate must be knowledgeable and well-experienced in the multi-media approach for community communications for the (LFN) organization, programs and services that are shared out to a wide range of audiences.

General Duties:

- Responsible for working cooperatively with all departments of (LFN)
- Overseeing a Data Sovereignty Strategy for (LFN)
- Implement and ensure compliance to the Personal Information Protection and Electronic Documents Act, including other legislation regarding information and data protection
- Working with all program managers to develop a strategy in identifying hardware, software and network requirements to be consistent throughout the entire organization
- Communications Planning Development and Implementation
- Information distribution, monitoring and evaluation
- Plan, develop and implement Public Relation Strategies
- Liaise with colleagues and key spokespeople
- Collect and analyze social media and (LFN) website posts
- Ensure communication strategy is consistent with and reflects LFN's Strategic Vision and Mission
- Write and edit internal and external communications for print and online

JOB SKILLS EXPERIENCE AND OTHER REQUIREMENTS:

- Bachelor's Degree with focus in Public Relations, Journalism, Communications, or equivalent years of working experience in leading communication roles
- Minimum of (1-3) years of proven experience working in a similar position
- Experience in developing promotional activities
- Experience working with First Nation communities
- Demonstrated leadership, team building and coordination skills
- Demonstrated the experience to develop press releases



PO Box 20
Lytton, BC
V0K 1Z0

PHONE 250.455.2304 Ext.
EMAIL Crystal.prince@lfn.band
WEBSITE www.lfn.band

SKILLS AND COMPETENCIES:

- Demonstrated skills on communications and planning
- Knowledge and appreciation of Nlaka'pamux culture and language
- Exceptionally strong writing skills, and oral communication skills
- Exceptional skill in handling electronic media as well as the ability and understanding of photography
- Demonstrated ability to communicate effectively with First Nations communities
- Practical knowledge of federal, provincial, and aboriginal organizations
- Computer literacy on Microsoft Word, Excel, PowerPoint, Adobe and other publishing computer software
- Valid B.C. Driver's Licence
- Criminal Record Check required

Salary and Remunerations:

- Will be based on qualifications, knowledge and experience

Open until filled

Apply with cover letter, resume, and 3 current references to:

jobs@lfn.band

Attention: Human Resources Manager

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