



Employment Opportunity

Job Title: *Communications Coordinator*
Location: *Abbotsford, BC*
Term: *Full-time Term Position to March 31, 2020. Possibility of extension subject to funding.*
Start date: *ASAP*
Wage: *Competitive, negotiable subject to experience and qualifications*
Reports to: *LFFA Program Coordinator*

BACKGROUND:

The Lower Fraser Fisheries Alliance (LFFA) currently serves thirty First Nation communities from the mouth of the Fraser River to the Fraser Canyon of which twenty-three are signatories to the LFFA Society. The organization is guided by an Executive Committee who is directed by the leadership of the Lower Fraser First Nations. The LFFA advocates and supports collaboration of First Nation communities, leaders and their members on fishery matters.

The fishery initiatives include coordination of dialogue forums, capacity building, engagement with DFO and other fishery organizations, and development of fisheries management frameworks.

BASIC FUNCTIONS:

The activities of the Communications Coordinator will include:

- Communications and LFFA Branding initiatives;
- All aspects of LFFA communiqués, annual or quarterly (planning, writing, desktop publishing, and distribution) and coordinating e mail distribution and contact lists;
- Coordinate special events, media releases and publications;
- Coordinate and manage LFFA website and social media accounts
- Recording keeping, public or media related engagements Preparation of media reports, press releases, briefing notes and presentations;
- Develop communication materials such as flyers/brochures; posters; etc.
- Support/participate/assist the Communications Event Planning and Administration Working Group
- Other duties and communications support to the LFFA Executive Director as directed.

SKILLS AND KNOWLEDGE REQUIRED:

- Training or relevant experience in communications, graphic design, information management;
- Knowledge of B.C. First Nations perspectives and communications styles/preferences;
- Knowledge of political and social impacts that affect BC First Nations;
- Experience developing newsletters, reports or writing articles;
- Ability to work with web design and editing software;
- Experience organizing media and public relation meetings and conferences;
- Experience working with a desktop publishing program (Microsoft Publisher or Adobe Creative Suite);
- Experience generating and maintaining distribution lists;
- Intermediate/advanced computer and typing skills (MS Office Suite);
- Excellent organizational and time management skills; and
- Ability to establish and maintain co-operative working relationships with colleagues and external agencies and their representatives.

Other Requirements:

- Valid BC Driver's License;
- Ability to pass a Criminal Record Check;
- The ability to work in a team environment and independently.
- The ability to work flexible hours and away from home to attend meetings
- A Post-Secondary degree or courses in Business Administration, Information Management and/or Communications;

Application Deadline: 4:00 pm November 29, 2019 but will remain posted at lffa.ca until the position has been filled.

Interested candidates should submit a complete resume, 3 letters of reference and cover letter to:

**Attn: Rosalie Hope – Acting Program Coordinator, LFFA
Lower Fraser Fisheries Alliance
2788 Sumas Mtn. Rd.
Abbotsford BC V3G 2J2
Tel: 604-852-4040 ext. 34
E mail: Rosalie.hope@lffa.ca**

Only those selected for an interview will be contacted. Preference is given to persons of Aboriginal ancestry as per Section 41 of the Human Rights Code.