



## Employment Opportunity

**Job Title:** Communications Officer and Events Planner

**Location:** Abbotsford, BC

**Term:** Full-time Term Position until March 31, 2024 with extension(s) subject to funding.

**Start Date:** ASAP

**Wage:** Starting at \$65,520

**Reports to:** LFFA Finance and Administration Manager

### BACKGROUND:

The Lower Fraser Fisheries Alliance (LFFA) is a collaboration of thirty First Nation communities from the mouth of the Fraser River to the Fraser Canyon. The organization is guided by an Executive Committee who is directed by Delegates of the First Nations. The LFFA provides advocacy, communications, technical and coordination support to First Nation communities and their leaders on fishery matters.

Working with LFFA provides candidates with diverse communication experience. The organization was established in 2010 and is growing its capacity to support First Nations to manage fish and fisheries in the Lower Fraser region. The LFFA is an aggregate organization that engages government, industry, stakeholders, and non-governmental organizations (NGOs) to establish best practices and coordinate resource and First Nation capacities. The LFFA has recently renewed its Strategic Plan to reorganize its growing capacity and better position itself to serve the interests of the Lower Fraser First Nations.

### POSITION

The Communication Officer and Events Planner is an integral part of our team, ensuring sound communications and engagement coordination with our LFFA communities and external partners. This role involves the following areas of work:

- a) Manage Communication Distribution
- b) Maintain and Update the LFFA website and social media
- c) Coordinate media releases and engagements
- d) Coordinate events and meetings.
- e) Other tasks, duties and responsibilities as so directed by the immediate supervisor.

### KEY FUNCTIONS:

The Communication Officer will provide communication and event coordination for the LFFA to support the development, coordination, management, and dissemination of internal and external communications of the organization.

This individual will have an adept ability to develop sound working relationships with LFFA Delegates, Executive Committee, Working Groups, and Lower Fraser First Nations. The successful applicant should be proficient at

working in a fast-paced and dynamic environment with Government officials, Non-Governmental Organizations and Stakeholders.

**Activities will include:**

1. Create and manage central LFFA distribution and communication lists,
2. Create and manage communication materials for the LFFA,
3. Manage and monitor LFFA social media accounts,
4. Create and manage a routine website maintenance schedule,
5. Coordinate LFFA Events and meeting including coordinating location, meeting set up, coordinate vendors, cultural protocol, meeting document and presentation distribution and sharing.

**SKILLS AND KNOWLEDGE REQUIRED:**

- Demonstrated experience working with consultants, government agencies, and non-governmental organizations.
- Ability to manage and prioritize heavy workloads involving multiple tasks and changing priorities.
- Excellent verbal and written communication skills and proven ability to establish rapport with people of all educational and occupational backgrounds.
- Proficient in MS Office suite

**OTHER REQUIREMENTS:**

**EDUCATION AND EXPERIENCE:**

- Minimum Grade 12
- Post Secondary courses in Business Administration, Public Relations, Journalism, Information Management and/or Communications.
- At least three years of experience working in a similar position.
- Experience in coordinating events and activities.
- Experience generating and maintaining electronic distribution lists and calendar appointments in MS Outlook.

**Application Deadline: June 27, 2024; but will remain posted until the position has been filled.**

**Interested candidates should submit their resume, cover letter and 3 references in an email to:**

**Rosalie Hope, Finance and Administration Manager**

**Email: [Rosalie.hope@lffa.ca](mailto: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.*