



Southern Dakelh Nation Alliance

59 First Avenue South
Williams Lake BC V2G 1H4
(250)398-3375

Communications Officer

Posted	Aug. 30 th , 2021
Employer/Company	Southern Dakelh Nation Alliance (SDNA)
Website	https://dakelh.ca/
Contact Person	Chris Cardamone hr@dakelh.ca
Address	59 First Avenue South Williams Lake, BC V2G 1H4
Positions available	1
Full Time	5 days a week/35 hours per week
Start Date	Negotiable
Salary	Competitive salary based on qualifications and experience
Benefits	Eligible after 3 months of full-time continuous employment
Closing Date	Until Filled
Driver's License	Required
Driver's Abstract	Required
Police Info Check	Required

Who we are – SDNA

Southern Dakelh Nation Alliance (SDNA) is a dynamic and growing Nation that demonstrates strong leadership in asserting inherent rights and title, supporting a vibrant economy, while sustaining a healthy natural environment. We are a group of business professionals and scientists supporting the needs of the association and its communities.

We honour the past and look to the future as we address the priorities, challenges, and emerging opportunities in our territory. We represent the people of our four communities and work with all levels of government to advance toward a full recognition of our rights and title to our lands.

In living our values of assertiveness, excellence, unity, determination, respect, and flexibility we provide progressive leadership for the mutual benefit of the Nation and its communities, in an overarching, organized, and respectful manner.



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Position Overview

Are you passionate about using your communication skills to support Indigenous communities, self-determination, economic development, land rights, and stewardship?

SDNA is seeking an experienced Communications Officer to plan, execute, and support the Southern Dakelh Nation Alliance (SDNA) in the areas of internal and external communication, media and public relations, education and marketing, social media and publication management with outcomes that promote the goals and positive public image of SDNA. The Communications Officer will communicate highly sensitive and confidential matters with Chief, Council, and other Band Members, as well as a variety of other stakeholders.

Essential Responsibilities

- Develop, implement, and evaluate communication strategies for programs designed to collaborate and share information with community members, Indigenous and other governments, and the general public about SDNA.
- Advise Executive Director and staff on strategic communications.
- Research, write and edit SDNA communications documents for a variety of external and internal audiences.
- Build relationships with SDNA communities, various levels of government, communication officers, and business stakeholders.
- Plan, organize, and implement various communications initiatives on behalf of SDNA member communities.
- Write, and manage production of reports, briefs, biographies, speeches, and presentations.
- Develop and organize workshops, meetings, and other events.
- Develop, forecast and manage SDNA communications budgets.
- Initiate and maintain outreach to local, regional and national media.
- Assist in the preparation and distribution of press releases, newsletters, brochures, fact sheets, audiovisual and display materials, and other communications materials.
- Event management of communications meetings, open houses and other events.
- Manage external suppliers: photographers, designers and printers.
- Provide issues and public relations management.
- Write content and manage website production with external suppliers.

Qualifications – Education and Experience

- Previous working knowledge and experience working with First Nations Communities and Indigenous Cultures is a definite asset.
- Post-secondary education in the areas of Public Relations, Media Relations, Journalism, Marketing or Communications or relevant work experience.



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- Strong communications planning and implementation skills and experience.
- A minimum of four years related experience writing editorial content, articles, speeches, opinion pieces, letters, and a variety of other messages.
- Experience in stakeholder and community engagement.
- Current experience managing media relationships, and a network of media contacts.

Required Competencies

- Strong knowledge of Microsoft Office, communication and collaboration tools, and social media.
- Strong working knowledge of communication principles and practices.
- Must be a self-starter and self-motivator with excellent communications skills, both written and spoken.
- Excellent interpersonal and organizational skills.
Adept at working cooperatively as a member of a team, and proven ability to work independently with minimal supervision.
- Proven experience working with Indigenous communities with first hand knowledge of Indigenous cultures, practices, and issues.

Other Requirements

- Willingness to travel. Limited travel.
- Valid BC driver's license and access to a reliable insured vehicle.

What We Offer

This is an opportunity to use your talents to further the work of a progressive organization that has established a strong reputation of working with all levels of provincial and federal government. SDNA works to open up economic opportunities for our members; strengthen claims to our traditional territories and the right to determine how the resources on those lands, and the lands themselves, will be utilized.

We offer a strong benefits plan, competitive compensation, and the opportunity to work with a team of talented professionals.

How to Apply

Please send your resume and a cover letter highlighting how you meet the qualifications and competencies of the role above to Chris Cardamone at hr@dakeh.ca. No phone calls please. Thank you for your interest, but only those selected for an interview will be contacted.

*** Please note that you must have authorization to work in Canada (you must possess Canadian Citizenship, Permanent Resident Status, or a Work Permit). We do not have the resources to assist you in obtaining this. *For more information about SDNA, visit our website: www.dakeh.ca*