

**Huu-ay-aht First Nations (HFN)  
Kwispaa LNG  
Communications Support**

**SUMMARY STATEMENT:**

Support the engagement activities of the Huu-ay-aht First Nations Kwispaa LNG (KLNG) Pipeline team in the areas of: internal and external communication, media relations, education and promotional plans, and publication management with outcomes that support the overall goals and maintain a positive public image of the KLNG team.

Term: 1 year contract position with potential for renewal or extension

Wage: \$37,128-\$50,388

Start Date: As soon as available

**MAJOR RESPONSIBILITIES/DUTIES**

1. Attend all pipeline engagement meetings between HFN and pipeline First Nations.
2. Take detailed notes of all meetings, draft internal report and maintain joint tracking sheet.
3. Print and provide, review or create HFN materials to First Nations as requested by HFN.
4. Follow up calls to set meetings with identified Nations.
5. Work with Nations to determine logistics for the meeting.
6. Support HFN administrative assistants with travel plans (Chief Council and Tye'e Ha'wilth).
7. Communicate regularly with HFN staff, elected and hereditary leaders and communications consultant.
8. Participate in weekly KLNG calls.
9. Other tasks as identified by HFN
10. Develop, implement and evaluate communication strategies for programs designed to inform community members, various orders of governments and the general public about KLNG.
11. Facilitate focus groups, committee meetings, and information meetings when required.
12. Write and edit various documents for KLNG.
13. Build relations with various levels of government communication and administrative officers and the business community.

14. Support, planning, organizing, and implementation of various initiatives related to KLNG.
15. Gather, research and edit material for internal and external audiences.
16. Support the preparation of reports, briefs, biographies, speeches, presentations and press releases.
17. Organized meetings, and other events for publicity and information purposes.
18. Assist in the preparation of brochures, reports, newsletters and other material.
19. Organize venues, catering, invitation mail outs and attendance for and including, meetings, events and open houses.
20. Coordinate and follow up with photographers, designers and printers.
21. Document control of fact sheets, newsletters, brochures, handouts, etc.
22. Prepare and assist in the preparation of audio visual material for KLNG (e.g. power point, slide shows or video).
23. Assist with production and coordination of display material.
24. Coordinate travel arrangements.
25. Respond to correspondence when required.
26. Research, compile and make recommendations on events that KLNG team should participate in.
27. Coordinate and organize KLNG team in speaking engagements, events, and obtain feedback from various groups.
28. Support KLNG spokespersons. This includes liaising with organizations, groups, communications officers from various orders of governments, booking speakers, written confirmation and arranging for necessary equipment.

Although a standard 40-hour work week is prevalent, deadlines often rearrange set schedules. Conferences, speeches, meetings and community activities require individuals to be flexible in their time allotment.

**REQUIREMENTS/QUALIFICATIONS:**

- Communications and Administrative experience.
- Experience taking detailed meeting minutes.
- Experience drafting reports, briefing notes, and giving verbal and written summaries.
- Strong verbal and written communications skills necessary.
- Availability to travel throughout BC, sometimes on short notice.
- Valid driver's license.
- Post-Secondary education in the areas of Public Relations, Media Relations, Marketing or Communications or relevant work experience.
- Must be able to work as a team member.
- Must be a self-starter and self-motivator with excellent communications skills, both written and spoken.
- Understanding and knowledge of stakeholder and community concerns.
- Able to work independently and represent the KLNG.
- Excellent interpersonal and organizational skills.
- Community knowledge an asset.
- Willingness and ability to work variable work hours, including weekends and evenings.
- Computer skills in Microsoft Office Suite. Indesign, and Photoshop are an asset.

**PERFORMANCE COMPETENCIES AND CRITERIA:**

- Strong comprehension skills.
- Comfortable in new situations and new people.
- Adaptable if job requirements and responsibilities adjust.
- Consistently successful event and project management.
- Quality interactions with internal and external contacts to achieve defined goals.
- Ability to proactively identify and serve the communication and administrative needs of KLNG.
- Quality of work.

Please send cover letter and resume by email to Director of Implementation, Crystal Jack at [crystal.j@huyuayht.org](mailto:crystal.j@huyuayht.org) or fax to 250-723-4646

**Deadline – Wednesday, January 24<sup>th</sup> 2018**