



**BC Métis Federation
Job Posting
Communications Specialist**

Posted: Wednesday, December 9th, 2020

Deadline: December 31st, 2020

**Métis Communications Specialist – Community Relations
Temporary Full-Time: 12 Months (with possibility of extension)**

Location: Vancouver Office 390 – 3665 Kingsway

Remuneration: Negotiable based on experience

The British Columbia Métis Federation (BCMF) is looking for a Communications Specialist to join our management team based in Vancouver as per the updated organization chart <http://bcmetis.com/about/>.

The BCMF is a non-profit association that works with members and Métis communities to ensure the wellbeing of grassroots Métis people. We are seeking to fill the gaps in the planning and delivery to under-served and under-resourced Métis populations, such as rural and remote Métis communities, under and unemployed, homeless, disabled or other high-risk Métis populations.

This position will report to the President and Chief Executive Officer and work under the guidance of the board and management team. As part of a team, you will contribute towards BCMF commitments to deliver services and information demonstrating cultural safety and competence aligning with BCMF's 3-year strategic plan and current programming. This role will bring together updated corporate communications strategies and create effective processes for the organization for partner communities and members located across BC.

This position is prioritizing a qualified Métis applicant as a priority but open to anyone with the proper skill set.

Who you are...

- You are a self-starter and able to work in an environment with ambiguity
- You are calm & collected and able to manage in a fast-paced and often stressful atmosphere
- You are a relationship builder and you nurture stakeholder relationships to support team delivery and foster excellent customer service
- You are a problem-solver with the demonstrated ability to explore and analyze complex issues and offer solutions to leadership

- You are a communicator who can effectively represent the voice of Indigenous reality within community

You will enjoy...

- Culture: an organization that is guided by our fundamental principles of humanity, impartiality, neutrality, independence, voluntary service, unity and universality
- Opportunity: to work with the best and brightest in the non-profit field, in an environment that promotes continuous learning, creativity and collaboration
- Meaningful Work: have an impact at the individual and community level across British Columbia with the opportunity to grow and learn at one of British Columbia's fastest growing Métis non-profit organizations

A few things you will do in this role...

- As part of the BCMF's communications team, participate in the launch and/or management of BCMF Community Communications operations; virtually and/or in community;
- Contribute towards the implementation of rapid assessments of needs and assets to inform response operations as well as community engagement priorities;
- Create/maintain relationships with Métis leadership and structures to support achievement of priorities in ways that promote local leadership action and capacity;
- Liaise between operations management and community leaders providing services to Métis communities to inform operations planning;
- Provide technical and cultural guidance to team personnel to ensure the communications strategy is aligned to commitments within the BCMF strategic plan
- Contribute towards monitoring and reporting requirements to inform service delivery and learning and develop a plan to disseminate this information back to BCMF leadership;
- Collaborate with operations management to evaluate the quality of program delivery and make recommendations to adjust the operation plan to optimize its response to cultural considerations and community priorities;
- Build and maintain strategic relationships with BCMF leadership and partner organizations based on mutual trust;
- Ensure Métis cultural considerations are included in the decision-making process;

What we're looking for...

- University degree in a related area of study and/or combination of related experience in communicating and working on programs with Metis and/or Indigenous peoples.
- Experience in stakeholder engagement working with government, non-government organizations, Indigenous/Metis communities and leadership and the general public.

- Management experience in facilitating and/or developing and implementing community capacity and communications programs and strategies.
- Knowledge and experience of the BCMF culture, programs and principles is an asset.
- Demonstrated ability to work effectively on program initiatives in a complex matrix environment
- Excellent interpersonal skills and strong demonstrated ability to adapt to audiences' needs (employees, management, external partners and stakeholders and community, etc.)
- Strong written and verbal communication in English is essential.
- Ability to speak Michif, Cree and/or French is an asset.
- Advanced level of self-awareness, maturity and stability in order to work in an effective and professional manner.

Working Conditions:

Field missions can involve working in environments that are unstable and unpredictable requiring very strict adherence to security regulations related to COVID 19 and with limited access to basic services and will require working non-traditional hours and therefore, a demonstrated ability to work in stressful and often ambiguous conditions is required.

When outside of response/deployment this position will work remotely and/or from a home environment.

The BCMF is committed to gender equality and social inclusion in our workplace. All qualified applications will receive consideration without regard to sex, gender identity, gender expression, sexual orientation, color, religion, disability, age, or any other characteristic protected by applicable law. We encourage all qualified persons to apply particularly Indigenous peoples, persons with disabilities and others who share our values and contribute to fostering an inclusive and diverse workplace.

Please notify us as soon as possible of any adaptive measures you might require at any stage of the recruitment process.

To apply for this position please email your resume to Keith Henry, President and Chief Executive Officer k.henry@bcmetis.com.

For more information about the BCMF go to www.bcmetis.com.