



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Full-Time Position: Communications Manager
Location: Port Alberni Government Office
Salary: Based on experience
Authority Relationship: Executive Director
Application Requirements: Cover letter & Resume

Function and Job Summary: The Communications Manager reports to the Executive Director and is responsible for facilitating all communications between Huu-ay-aht First Nations, its citizens, the Huu-ay-aht Group of Businesses, various levels of government, and the public, as well as internal communications between the government's departments and administration.

Key Accountabilities

- Develop and oversee strategies that provide all citizens and stakeholders with efficient and effective processes for communicating with HFN government officials, administration, and external technical support as applicable
- Creative and strict strategic communication tools and products to inform and communicate with citizens and other identified stakeholders
- Provide a better understanding of what the HFN Acts & Regulations mean and how they relate to the citizens and to bring back to government the areas that need more clarification for the citizens
- Design, develop, and implement the Huu-ay-aht communication strategy in collaboration with Executive Council, Executive Director, and Senior Management Team
- Communicate content and progress made with strategic priorities
- Manage work unit in accordance with HFN Human Resource Policy Regulation and within budget act
- Ensure capacity building and professional development in communication staff
- Manage communications special projects as required
- Maintain confidentiality and neutrality at all times
- Follow all COVID-19 safety and cleaning precautions
- Other duties as assigned

Job Duties:

- Distribute material and information regarding the Huu-ay-aht government updates as directed
- Implement and evaluate the communication strategies designed to inform HFN citizens, various levels of government, and the public (as appropriate) about HFN strategic plan and HFN priorities and initiatives
- Ensure communication occurs through a variety of media and outlets
- Develop standard communications protocols, procedures, and products including, media releases, newsletters, factsheets, Q&A's, key messages, and other internal and external communication products
- Lead and direct staff in accordance with HFN vision, mission, and sacred principles

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Track and respond to (or coordinate responses) community concerns or questions in a timely manner
- Ensure timely, consistent, regular updates to HFN website and social media sites
- Ensure management and staff are adhering to the HFN brand
- Ensure monthly communication updates directly to citizens (Uyaqhmis, engagement sessions, or other)
- Provide advice to and monitor outputs from contractors working on various projects

Operational Requirements

- Valid Class 5 driver's licence
- Some travel, including overnight and/or weekends.
- Willingness and ability to work overtime, including evenings and weekends
- Successful background checks, employment verification, criminal records checks, reference checks, and education/credential verification

Education and Experience Requirements

- Excellent computer skills - Word, Excel, Outlook, PowerPoint, Adobe InDesign, Photo Editors
- Bachelor of Arts in related communications field
- Must have facilitation, consultation, and public engagement skills
- Media training and public relations experience
- Required awareness of First Nations culture and protocol
- Excellent oral and written communication skills
- Demonstrated ability to work independently and as part of a team
- Ability to work in a performance-focused, fast-paced environment in alignment with the HFN's values, culture, and business goals
- Strong leadership skills to lead a small team

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222 or mail Att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, BC, V9Y 6N4. Please quote Communications Manager Job Posting. Closing date for this position is **January 21, 2022, at 4:00 pm.**



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Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

Huu-ay-aht First Nations Values

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh
- Care about each other, ask questions and follow up

- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other