



INDIAN RESIDENTIAL SCHOOL SURVIVORS SOCIETY

Communications Manager - Vancouver, BC Required Immediately

As a health and wellness organization, the **Indian Residential School Survivors Society (IRSSS)** has aligned with the Provincial Public Health Order released on October 14, 2021 (and FNHA). We have a mandatory COVID-19 vaccination policy for all employees at IRSSS. This policy requires all employees to be fully vaccinated against COVID-19. If selected for employment, you will be required to provide proof of vaccination by providing a copy of your BC Vaccination Card Passport with the QR code.

The Communication Manager will be responsible to manage multiple emerging priorities with concurrent projects and deadlines set out in the annual workplan, and with a high capacity for adaptability in a dynamic environment. Development and maintenance of the overall communications responsibilities, identify target audiences, manage budgets, competing organizational priorities, and appropriate communications tools and techniques, lead and motivate staff to perform at an elevated level so as to deliver on a wide variety of projects and, planning, coordination and delivery of strategic internal and external communications, media and public relations programs, and overseeing brand and maintaining the public reputation for the IRSSS.

Duties Include:

- Develops and maintains a consistent corporate image and reputation for all IRSSS communications.
- Provides proactive and strategic communications advice and support, to the Executive Director and senior management.
- Develops, manages, and executes the organization's strategic communications plan that supports the organization priorities.
- Works collaboratively with divisions to develop strategies for the delivery of timely and effective communications to stakeholders and community partners.
- Work strategically and collaboratively with the Development division of IRSSS to successfully meet the needs of the organization's fund-raising efforts.
- Oversees digital communication tools including websites, social media, to expand audience reach to increase engagement and participation in organization's activities.
- Builds and maintains effective relationships with local and regional media, key community stakeholders.
- Manages activities related to media relations, stakeholder engagement, digital communication, advertising, and marketing of the organization's programs and services, including the design, development and delivery of a variety of printed and digital materials (i.e., media releases, newsletters, advertisements, reports, marketing materials and multimedia content).
- Arranges news conferences, public relations events, and interviews as required.
- Research and drafts correspondence such as, briefings and speeches for the ED as required.
- Develops and maintains emergency and crisis communication plans for the IRSSS.
- Manages and coordinates media and public relations efforts and materials during emergencies.
- Oversees external brand and reputational management of the IRSSS by conducting regular environmental and media scans, correcting misinformation where necessary and keeping Administration apprised of potential reputational issues.
- Oversees IRSSS brand and visual identity standards and manages staff to deliver high standards of communications and graphic design.
- Conducts ongoing market research of communication efforts by other non-profit organization, charity groups, and professional communication best practices, to make appropriate recommendations for adjustments to communication strategies, content and processes.
- Performs other duties as required.

Education and Experience:

- Minimum post-secondary diploma in communications, public relations, journalism or related discipline.
- Minimum five (5) years communications and public relations experience for a non-profit, funding raising or other similar environment. An equivalent combination of education and experience may be considered.
- Demonstrated knowledge of communication principles and practices as they relate to strategic corporate communications, issues management, and media relations.
- Knowledge of public engagement strategies, techniques and values.
- Ability to develop design and branding concepts in an innovative and creative manner.
- Demonstrated effective skills utilizing digital communication channels such as websites, social media platforms, mobile apps and an Intranet.
- Working knowledge of Adobe Creative Cloud programs such as Premiere Pro, InDesign, Photoshop, Audition, as well as Microsoft Office and other relevant computer programs.
- Exceptional interpersonal skills, exhibiting courtesy, professionalism, and diplomacy when dealing with internal and external personnel and stakeholders.
- Ability to adapt to changing priorities and multi-task in a fast-paced work environment and meet tight deadlines.
- Demonstrated superior oral and written communication skills.
- Ability to maintain confidentiality on all sensitive matters and to deal tactfully and effectively with all staff, media and members of the public.
- Demonstrated experience to communicate effectively, foster high standards, coach, inspire and manage multi-disciplinary teams in a fast-paced, performance-focused environment using excellent interpersonal, visual design, presentation and written skills.
- Demonstrated strength in change leadership.
- Strong customer service focus.
- Proven ability to establish rapport with people of all educational and occupational backgrounds.
- Ability to maintain a healthy working relationship with staff, community stakeholders and representatives of other organizations.
- Maintain the confidentiality guidelines of all records, materials and communications concerning clients, staff and IRSSS.

Term: Full-Time Term Position - Vancouver Coastal, Interior and North

Salary: Depending on education and experience

Benefits: Annual Leave, Wellness Days, Employer paid benefits plan and GIC matched savings.

Status: Hybrid – Minimum 60% in office requirement

Deadline: Until filled with a qualified candidate

We offer a great place to do your best work -

We believe in providing a supportive and fulfilling work environment for our team members. As a Communications Manager at IRSSS, you can expect:

- Competitive base salary and full benefits, including dental, health, disability, and life insurance.
- 8 annual personal wellness days and an annual cultural day to honor your well-being and heritage.
- Retirement savings matching, supporting your financial well-being.
- Flexible work arrangements, with the opportunity to spend – 60-80% of your time in our Vancouver office.
- Investment in annual staff learning and celebration retreats.
- The opportunity to be part of a purpose-driven organization making a difference in the lives of Indigenous people.

Come work with us!

If you are inspired by our mission and values and feel that you align with this role, we encourage you to take the first step towards making a positive impact and submit an application on the website link 'Work For Us' on www.irsss.ca

If this opportunity isn't for you but you know someone who would be a perfect fit, please feel free to share this posting with them. We believe that great people recognize great people!

We would love for our successful candidate to be of First Nations ancestry, but we are a proudly diverse organization and welcome candidates from all backgrounds to apply. In accordance with S. 41 of the BC Human Rights Code, preference may be given to applicants of aboriginal ancestry.