



Communications Coordinator

Job Posting

Position Title:	Communications Coordinator
Hours:	35 hours per week
Wage:	\$22.43 - \$33.64 per hour <i>(starting wage commensurate with experience)</i>
Start Date:	ASAP

At Lake Babine Nation, we believe that through good governance, we will ensure all members have a healthy, traditional, and prosperous future. Our commitment to respect, honesty, tradition, and health and wellness helps enable a strong community and brings a rich culture to Lake Babine Nation as a workplace. Our commitment to excellence creates the opportunity for an empowering and rewarding career with the Nation.

JOB SUMMARY

Lake Babine Nation (LBN) is seeking a dynamic and collaborative individual with a passion for communications to join our team as the Communications Coordinator at LBN.

The Communications Coordinator is responsible for developing and implementing communication strategies and initiatives in alignment with Lake Babine Nation's (LBN) communications strategy. The Communications Coordinator creates and manages content for various communication channels, maintains media relations, and enhances community engagement. The Communications Coordinator works closely with LBN teams to ensure consistent and effective communication within the organization and with the broader community and Nation.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Coordinates communication efforts across all departments to ensure consistency and coherence in messaging.
- Develops, edits, and distributes content for internal and external communication channels, including newsletters, press releases, social media, the website, and print materials.
- Ensures that all content is culturally appropriate, accurate, and engaging for the intended audience.
- Serves as a point of contact for media inquiries and manages media relations.
- Prepares and distributes press releases and media kits.
- Monitors media coverage and assists in managing the Nation's public image.
- Manages internal communication channels, including email updates.
- Coordinates and promotes community events and initiatives.
- Assists in the development and execution of crisis communication plans.
- Assists in maintaining and enhancing the Nation's brand identity.



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MINIMUM REQUIRED QUALIFICATIONS

Education, Experience, Certifications, Training

- Diploma in Communications, Public Relations, Journalism, or a related field.
- Minimum of 3 years of experience in a communications role, preferably within a First Nation community or Indigenous organization.

Skills & Abilities

- Strong understanding of Indigenous culture, values, and community dynamics.
- Demonstrated organizational and project management skills.
- Excellent written and verbal communication skills.
- Proficiency in using a variety of digital communication tools and platforms.
- Ability to work effectively in a fast-paced, dynamic team environment.
- The ability to speak and understand the Carrier language is an asset.

Position-Specific Competencies

- Initiative: self-starter; takes responsibility for own time and effectiveness. Takes the first step to identify and address existing or potential obstacles, challenges, and opportunities.
- Innovative: Keen to explore new ideas, techniques, and technologies. Applies creative thinking to handle challenges and seek new opportunities.
- Storytelling: Weaves key information into engaging content, shaping and enriching the narrative and information of the Nation for members and communities.

PREFERRED QUALIFICATIONS

- Bachelor's degree in Communications, Public Relations, Journalism, or a related field.

EMPLOYMENT REQUIREMENTS & CONDITIONS

Job Requirements

- Valid B.C. Driver's License
- Completion of a Criminal Records Check with satisfactory results relevant to the position.



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Working Conditions

- Occasional travel may be required.
- Extended work hours may be required.

Apply Now!

Complete the [application form](#) and email it with your cover letter and resume to HR:

Attention: Human Resources
Email: hr@lakebabine.com

Pursuant to Section 41 of the B.C. Human Rights Code, preference may be given to applicants of Indigenous ancestry.

We thank all applicants for their interest; short-listed candidates will be contacted for an interview.