



Senior Communications Specialist

Job Posting

Position Title:	Senior Communications Specialist
Hours:	35 hours per week
Wage:	\$32.84 - \$49.25 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 highly motivated individual with a passion for advancing communications strategies and initiatives to join our team as the Senior Communications Specialist at LBN.

The Senior Communications Specialist is responsible for developing, implementing, managing, and assessing a comprehensive communications strategy that supports the goals and objectives of LBN. This position works closely with the Executive team, department leaders, and Chief and Council to ensure consistent and effective communications, both internally and externally. The Senior Communications Specialist leads the department responsible for internal and external communications, public relations, media content, and marketing. The Senior Communications Specialist plays a key role in enhancing LBN's public image, managing media relations, and promoting culture and community engagement.

OVERVIEW OF DUTIES & RESPONSIBILITIES

- Develops and implements a strategic communications plan aligned with the Nation's vision, mission, and goals.
- Coordinates communication efforts across all departments to ensure consistency and coherence.
- Serves as the primary contact for media inquiries and manages media relations.
- Empowers the preparation and distribution of culturally safe and inclusive press releases, media kits, and other public relations materials.
- Monitors media coverage and manages the Nation's public image.
- Serves as the key spokesperson during crises and manages communication response efforts.
- Maintains and enhances the Nation's brand identity.



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- Leads and mentors a team of communications professionals, fostering a collaborative and productive work environment.
- Manages budgets, timelines, and resources effectively.
- Provides professional development opportunities for the communications team and broader LBN leadership team.

MINIMUM REQUIRED QUALIFICATIONS

Education, Certifications, Training

- Bachelor's degree in Communications, Public Relations, Journalism, or a related field. A Master's degree is an asset.
- Minimum of 5-7 years of experience in a senior communications role, preferably within a First Nation community or Indigenous organization.

Experience, Skills, Abilities

- Strong understanding of Indigenous culture, values, and community dynamics.
- Proven track record in developing and implementing successful communication strategies.
- Excellent written and verbal communication skills.
- Proficiency in using digital communication tools and platforms.
- Strong leadership and team management skills.
- Ability to work effectively in a fast-paced, dynamic environment.
- Crisis management experience is highly desirable with the ability to manage conflict and de-escalate situations.
- 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.
- Judgement/Decision Making: considers different perspectives before making a decision; weighs different options and evaluates risks. Reaches logical conclusions and decides on an appropriate plan of action. Reflects on previous decisions to learn and improve.
- Innovative: Keen to explore new ideas, techniques, and technologies. Applies creative thinking to handle challenges and seek new opportunities.
- Problem Solving: anticipates, identifies, and defines problems; seeks out the root causes. Uses critical thinking to develop and implement practical and timely solutions.



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PREFERRED QUALIFICATIONS

- Master'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.

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.