



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/05

## Communications Officer

**Job ID** 1A-D7-9B-A3-D2-D4

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=1A-D7-9B-A3-D2-D4>

**Company** Simon Fraser University

**Location** Burnaby , British Columbia

**Date Posted** From: 2022-11-08 To: 2023-01-07

**Job** Type: Full-time Category: Creative Media and Writers

**Job Start Date** early 2023 (January/February)

**Job Salary** \$64,973.00 To \$77,589.00 Annually

**Languages** English

### Description

The Communications Officer supports the university priority of reconciliation. The role is responsible for planning, researching and writing background, web content, stories, reports, quotes, social media posts and other communication needs to advance decolonization and reconciliation at SFU. The role provides culturally appropriate communications guidance for institutional content and related projects led by the Communications and Marketing team and collaborates with internal stakeholders across the university.

The role provides an Indigenous cultural lens to inform institutional communications and marketing with a focus on reconciliation but may also inform other related priorities. This position will be embedded within a larger team and work alongside the Supervisor, and other team members, to engage and seek guidance from internal Indigenous stakeholders on institutional content and projects as needed.

### Qualifications

1. Contributes to the goals and objectives of the University by:

- Providing advice, guidance and communications direction from an Indigenous cultural lens, perspectives, lived experiences to inform strategic communications and marketing.
- Producing, editing and disseminating a high volume of communication products to support and highlight the university's ongoing commitments to decolonization and reconciliation.
- Supporting the reconciliation website and identifying additional web content; taking a lead role in making improvements.
- Supporting the updating of communications standards to navigate Indigenous terminology, protocols, territorial acknowledgements.
- Working as part of a communications project team to develop and deliver a communication strategy that advances SFU's goals and commitments to reconciliation.
- Supporting communications activities and initiatives which require contributions from a variety of communications experts and internal partners (National Day for Truth and Reconciliation, National

Indigenous Peoples Month).

- Working collaboratively with colleagues in other departments (Office for Aboriginal Peoples, Indigenous Student Centre, departments and faculties), alongside supervisor on best use of communication tools and practices.

2. Develops and contributes to marketing and communications initiatives by:

- Acting as project manager, leading the delivery and alignment of communication efforts, as directed by the Supervisor.
- Recommending strategic and timely multimedia content for institutional channels (web content, social media, newsletters).
- Determining the content of communication materials including in publications and reports in consultation with the Supervisor.
- Working in collaboration with the project team to deliver graphic and print materials for publications.
- Preparing and disseminating communications and materials for events as well as for publications, newsletters, website content and stories, social media and other communications products.
- Providing leadership for and contributing to the creation of draft content, mockups and layouts, posters, brochures, event programs, floor plans, signage, and other materials.
- Developing PowerPoint presentations, advising on video, web and print content, and making decisions on the use of visuals.

### **Experience**

Experience providing expert advice on corporate communications matters to clients.

- Excellent knowledge of Coast Salish culture and traditions, as well as other Indigenous cultures and traditions.
- Knowledge of culturally appropriate editorial principles and guidelines for works written by and about Indigenous Peoples.
- Excellent knowledge of communications, marketing, and brand development strategies.
- Demonstrated knowledge and understanding of Indigenous Peoples culture and history in BC and Canada.
- Demonstrated knowledge of the Truth and Reconciliation Commission Calls to Action, as well as SFU's Aboriginal Reconciliation Council Report recommendations.
- Excellent communication (oral and written), interpersonal, analytical reasoning, and problem-solving skills.
- Excellent organizational, time management and project management skills.
- Ability to work in a fast-paced environment with changing and conflicting priorities.
- Ability to interpret and apply university policies, procedures, and governance structures.
- Ability to research and draft communications including speaking engagement notes, activity reports, and website content.
- Ability to conceptualize, develop, and manage strategic creative projects within timelines and budgets.
- Ability to exercise mature judgment, tact, sensitivity and a high level of discretion.
- Ability to manage and motivate both individuals and teams; build effective relationships cross-functionally; and collaborate successfully across inter-departmental and multi-campus boundaries.
- Ability to maintain strict confidentiality.
- Ability to use word processing, spreadsheet, calendar, website authoring and database

applications.

- Establishes and maintains relationships with peers and contacts with access to information and to key business partners.
- Shares information and advice on how to get things done and who to involve.

### **Education Requirements**

Bachelor's degree in Communications, Marketing, or a relevant discipline, with a minimum of four years of related professional experience in communications, marketing, or an equivalent combination of education, training, and experience.

### **Work Environment**

Hybrid work environment

### **How to Apply**

Click "Apply Now"

Please include your cover letter and resume in one attachment and submit applications (cover letter and resume)