



Nisga'a Lisims Government

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NISGAANATION.CA

JOB POSTING

POSTED: January 28, 2025

Closed: February 11, 2025

POSITION: Communications and Content Advisor
SALARY RANGE: Commensurate with Qualifications and Experience
SUPERVISOR: Communications & Intergovernmental Relations Manager
HOURS: 35 hours per week **TERM:** Full-time Permanent **LOCATION:** New Aiyansh, BC

JOB SUMMARY: The Communications & Intergovernmental Relations team includes a Manager, Youth Coordinator, and Assistant. Day-to-day operations involve dynamic digital content management, graphic design, weekly meetings with working groups, committees, and providing communications support to the Nisga'a Lisims Government (NLG) administration.

The **Communications and Content Advisor** will play a critical role in connecting the NLG administration with its audiences, including the Nisga'a Nation, Provincial and Federal Government partners, international organizations, industries, and media outlets. This position requires a skilled writer capable of creating concise and effective messages, aligned with emerging trends and technologies.

DUTIES:

- Research, develop, write, and edit press releases, gathering input from NLG Administration teams.
- Create and edit media correspondence and biographies.
- Maintain the NLG administration's online presence through website and social media platforms.
- Write engaging and informative articles.
- Compile, edit, and proofread content for grammar, punctuation, and clarity in biennial reports and the annual Implementation Report.
- Draft scripts for annual events and conferences.
- Support brand messaging and marketing campaigns aligned with the administration's strategy.
- Assist with event coordination.
- Perform other duties as assigned.

EDUCATION / EXPERIENCE:

- A bachelor's degree or higher in Communications, Journalism, or Public Relations required.
- Knowledge of business communication, public speaking, media writing, digital communication, and marketing skills.
- Minimum of 2 years of relevant experience.

OTHER REQUIREMENTS:

- Three recent work-related references.
- A valid driver's license (preferred).
- Successful completion of a criminal record check.

Applicants are required to submit a resume and cover letter describing their qualifications and related experience prior to **5:00 p.m. on February 11, 2025**. We thank all applicants for their interest; however, only those selected for an interview will be contacted. Please be advised that social media checks are part of the recruitment process.

APPLICATIONS MAY BE DIRECTED TO:

NISGA'A LISIMS GOVERNMENT
ATTENTION: Human Resources Department
2000 Lisims Drive, New Aiyansh, B.C., V0J 1A0
Email: hr@nisgaanation.ca