



Employment Opportunity

Position: Communications Director
Location: Dease Lake or remote/satellite location for suitable candidate
Closing Date: Until filled

The Communications Director will oversee the communications department and manage all internal and external communication efforts which will include the development and deployment of all communication across multimedia channels (newsletters, social media, website and more). The Communication Director will develop the Strategic Communication Plan and oversees its implementation as required. The Director will be required to work collaboratively with staff and leadership, as well as external partners and stakeholders, overseeing key communications activities for TNDC as well as managing the departments mandate and budget, with regular progress reports to the CEO.

Responsibilities include developing and implementing the communication strategy, that aligns with the strategic plan requirements for informing and engaging staff and other stakeholders and well as preparing growth plans. TNDC's Communications Director will work proactively with the CEO, senior management, company personnel, clients, partners, and other stakeholders in the best interests of the organization. The successful applicant will have a lead role in ensuring that all communication is shared in a timely and consistent manner. Succession planning and training of TNDC employees is an important function of this position.

Willingness to relocate to Dease Lake, BC is preferred; however, for the right candidate, the position can be based in another location, provided that scheduled trips to TNDC office in Dease Lake and other site locations are scheduled to suit operational requirements.

Qualifications and experience

Reporting to the CEO or designate, qualifications and responsibilities include, but are not limited to:

- Degree or diploma in communications, journalism, public relations, media studies, marketing, or a related field
- minimum 5 years' related work experience in communications, public relations, media relations, or marketing
- demonstrates leadership in a project-based environment and is able to develop, manage, and execute effective plans, strategies, projects, and campaigns
- capacity for creativity and innovation; ability to exercise initiative, resourcefulness, sound judgement, flexibility, and problem solving to meet goals and deliver results
- excellent interpersonal skills and ability to develop and manage strategic partnerships
- demonstrated experience in web content development including writing for web/social media, search engine optimization and digital asset integration

Conditions of Employment

- pass mandatory pre-employment drug and alcohol screening and fitness for work assessment where required
- valid Class 5 driver's license required

Please apply to:

Human Resources, Tahltan Nation Development Corporation
PO Box 250 | IR #9 Hwy 37N
Dease Lake, BC V0C 1L0
Fax: 250.771.5454
Email: jobs@tndc.ca

Only applicants selected for an interview will be contacted. Tahltan members are encouraged to apply.