



Citxw Nlaka'pamux Assembly

JOB POSTING

Communications and Engagement Manager

JOB TITLE: **Manager, Communications and Engagement**

REPORTS TO: Operations Manager

TERMS: Full time permanent position

START DATE: As soon as suitable candidate is found

Organization Summary

Citxw Nlaka'pamux Assembly (CNA) was created in 2013 as a powerful and unifying voice for eight Nlaka'pamux Bands regarding the Teck Highland Valley Copper Mine. It is governed by Board of Directors appointed by the eight Participating Bands. Headquartered in Merrit, BC with a workforce of 35, Citxw provides training and job readiness along with cultural, social, and technical programming to the over 2800 members of eight Participating Bands.

Position Summary

The Manager, Communications and Engagement leads corporate communications and public engagement activities and programs for the CNA. The position works under the direction of the General Manager and plans, designs, and measures communication and engagement activities through a significant period of organizational transformation and mandate renewal. The Manager supervises two team leads (communications and engagement).

Principal Duties and Responsibilities

- Provides specialized expertise and guidance to the development and planning of internal and external communications and engagement services, initiatives, and programs for the CNA.
- Supports decision-making by providing strategic communication advice to the General Manager on how information should be presented to best represent the interests and core initiatives of the CNA.
- Designs and delivers public engagement strategy related to Highland Valley Copper Mine review.
- Works closely with directors from eight Participating Bands to ensure communications and engagement are tailored to meet local needs and preferences.
- Oversees communications and engagement project management activities, including goal setting, tasks planning and scheduling, managing of budget, vendors, materials and human resources, monitoring progress and reporting, identifying and dealing with potential risks and ongoing issues, and other related tasks.
- Supports the General Manager and CNA Board of Directors to communicate ongoing negotiations and deliberations regarding Highland Valley Copper Mine, and other external partners, including the development of joint communications with the Mine.

Primary Duties and Responsibilities Con't

- Provides leadership in intergovernmental communications activities including preparation of joint communications.
- Supports the development, implementation, and evaluation of a cohesive and consistent approach to brand management.
- In collaboration with CNA management team, develops and oversees an annual communications and engagement calendar with associated measurement plan.
- Identifies and assesses emerging issues, consults with the Managers, and develops, recommends and executes proactive strategies to support positive outcomes. Produces briefings and develops issues notes to support the General Manager.
- Directs digital content strategy for CNA website and social channels.
- Oversees the development of written materials, including speeches, press releases, memoranda, promotional materials, and presentations, etc.
- Builds and maintains effective working relationships with representatives and staff and members of provincial and federal governments and proponents.
- Performs other related duties as assigned

Job Specifications - Education & Experience

- University degree in Communications, Journalism, or a related field, plus 7 to 10 years significant, recent, and relevant experience, or an equivalent combination of education and experience.
- Experience working with First Nations elected leaders, management, and communities.



Please submit your cover letter and resume to:

Citxw Nlaka'pamux Assembly
Email: HR@cna-trust.ca
In Person: Office: 2025-Unit A, Granite Ave.
Merritt, BC

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Citxw Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.