



Employment Opportunity Communications Officer

The Communications Officer leads and co-ordinates all aspects of internal and external corporate communications, creating brand and corporate messaging, website, and newsletter content for the Hailika'as Heiltsuk Health Centre Society.

Key Responsibilities:

- Communications planning, writing, and editing including speaking remarks, public relations responses, media materials, social media, and website content.
- Implement external and internal communications priorities outlined in the strategic communications plan.
- Create and Support internal communications. (e.g., e-newsletters, employee events, program updates, webpage updates)
- Build and maintain positive relationships with staff, partner agencies, news media and contractors.
- Support Team Leads with various communications needs.
- Develop a strong understanding of our services and the communities we serve.
- Develop materials that effectively communicate and engage various audiences.
- Maintain annual communications calendar of activities and events.
- Website management using the publishing platform WordPress.
- Develop engaging content and monitor various social media platforms.
- Oversee brand standards and graphic templates to ensure consistent and professional presentation.
- Evaluate and report on communications activities

Qualifications, Education and Experience:

- 5+ years' experience working in communications.
- Diploma in Communications, Marketing, or Public Relations.
- Certification in Digital Marketing.
- Combination of experience and education will be considered.
- Experience with Microsoft Office, Adobe Pro, Canva, Photo, WordPress, and editing software.
- Experience with social media platforms and channels (e.g., Facebook, LinkedIn, Twitter, Instagram, Hootsuite etc.)

Salary: \$60,000.00 – \$75,000.00.



Hailiqa'as Heiltsuk Health Centre Society



To Apply:

Interested applicants can email or drop off cover letter and resume to:

- 1. Email:** beatricea@heiltsukhealth.ca
Re: Women's Shelter Maintenance Worker Position
- 2. In Person:** Heiltsuk Health Centre Society
212 Wabalisa Street, Bella Bella, BC
Attention: Human Resources Manager, Beatrice Adjoury

Closing Date: The position will remain open until filled.