

**BC First Nations Gaming Revenue Sharing Limited Partnership
(BCFN GRS GP INC.)**

EMPLOYMENT OPPORTUNITY

Communications & Community Outreach Coordinator

The BC First Nations Gaming Revenue Sharing Limited Partnership has been established to receive, administer, distribute, and report on gaming revenues flowing from the Province to eligible First Nations in British Columbia. BCFN GRS GP INC. is the general partner and responsible for the business operations of the Limited Partnership. BCFN GRS GP INC. seeks a qualified and experienced Communications and Community Outreach Coordinator to support the work of engaging limited partners, sharing information, and reporting on use and impact of gaming revenues.

POSITION PROFILE:

The Communications & Community Outreach Coordinator will be the primary point of contact for and be responsible to British Columbia's 198 eligible First Nations and will facilitate the timely completion of gaming revenue sharing sign up documentation and annual audit compliance reports. In addition, the Communications and Community Outreach Coordinator will promote understanding of the gaming revenue sharing partnership on an ongoing basis, support eligible First Nations to engage in the partnership, and gather and prepare success story profiles for inclusion in annual reports and other communications directed at the limited partners. The Communications & Community Outreach Coordinator will work collaboratively with eligible First Nations leadership and staff to facilitate timely information exchange and mutually beneficial outcomes. In addition, the Communications & Community Outreach Coordinator will design and adopt intranet and social media feeds on our website, website content management procedures and educational videos.

ACCOUNTABILITY:

The Communications & Community Outreach Coordinator takes direction from and is accountable to the General Manager, BCFN GRS GP INC.

SPECIFIC RESPONSIBILITIES:

- Responsible for gathering, reviewing, amending (if requested), transmitting, filing and summarizing confidential gaming revenue sharing sign up, audit compliance and success story documentation.
- Develop a communications and community outreach plan to support business objectives and partner engagement.

- Communicate out and promote gaming revenue sharing information through direct outreach, print materials, website content, and social media as required.
- Provide on-going gaming revenue sharing information support for Eligible First Nations as needed and on a regular communications cycle.
- Draft correspondence, memos, reports, information packages, briefing notes, speeches, updates, etc.
- Coordinate & organize community, regional or annual meetings with limited partners and related travel arrangements.
- Provide individual and/or group information sessions to eligible First Nations regarding gaming revenue sharing requirements and funding policies.
- Keep an accurate record of community and limited partner contact, correspondence and meetings.
- Provide other administrative services as required.

QUALIFICATIONS, EXPERIENCE AND KEY COMPETENCIES REQUIRED:

- A Bachelor's degree or diploma in Communications, Arts, Social Sciences, Business Administration, or related field supplemented by four years of work experience in a similar communications or community outreach position.
- Exceptional computer skills including MS Office Suite and other desktop publishing programs.
- Excellent writing and research skills with a communications focus
- Excellent oral communication and inter-personal skills with demonstrated ability to respond effectively to sensitive issues and inquiries, exercise tact and good judgement, and establish positive long-term working relationships.
- Ability to work independently towards agreed upon goals and ability to multi-task as required to fulfil position responsibilities.
- Ability to work as a member of a task-oriented team and to take initiative.
- Experience in presenting at, preparing and facilitating community meetings or information sessions.
- Ability to outline, prepare and present clear and focused written and verbal reports.
- Knowledge of First Nation communities and organizations within British Columbia.
- Knowledge of range of issues that may impact on eligible First Nations ability to successfully participate in the gaming revenue sharing program.
- Preference given to persons of Aboriginal Ancestry with required qualifications.
- Must be enthusiastic about travel throughout British Columbia as required to support partner engagement and available for frequent out-of-town meetings sometimes requiring overnight stays
- Driver's license and reliable vehicle are required in support of frequent work travel throughout British Columbia.

STANDARDS OF SERVICE:

1. Maintains strict confidentiality of professionally acquired information.
2. Provides service in a positive, culturally sensitive and collaborative manner.
3. Is accessible, accountable, and responsive in all manner of communications.
4. Presents themselves professionally in the workplace and when conducting business; keeping in mind at all times s/he represents the BC FN GRS GP INC. and the Limited Partnership.

Preference will be given to qualified applicants of Aboriginal Ancestry.

Hours of Work: Full time, 40 hours a week, with flexible work hours (e.g. some evenings and weekends).

Starting Salary: \$51,000 per annum.

Application Procedures: Interested candidates are invited to forward a current resume and covering letter via email to:

**BC FN GRS GP Inc.
Governance & HR Committee**

c/o Vanessa Sutton, CPA, CMA, General Manager
generalmanager@bcfn gamingrevenue.ca

COMPETITION CLOSES: Friday, April 3, 2020 at 3:00 p.m.