



Aboriginal Housing Management Association
Celebrating 25 Years

JOB POSTING – COMMUNICATIONS COORDINATOR

External Posting - Updated: May 2024

Please submit your application to:
kmoon@ahma-bc.org

This posting will remain open until the position is filled.

We thank all applicants for submitting their application; however, only those candidates who clearly indicate in their application how they meet the qualifications for this position will be considered. Please note that a criminal record and credit check may be performed as part of the final selection process.

About AHMA

Located on the Skwxwú7mesh (Squamish) Nation Territory in West Vancouver, BC, the Aboriginal Housing Management Association (AHMA) exists to make a difference in Urban, Rural and Northern housing. We oversee the administration of operating agreements between housing providers and Indigenous housing organizations, keeping everyone's best interest in mind and developing and maintaining relationships of trust.

Every employee on our team is integral to ensuring our success and the success of the Indigenous Housing and Service Providers we serve across BC.

To learn more about AHMA and what we do, please visit our website at:
www.ahma-bc.org

Overview:

Ha7lh skwáyel – Squamish for "Good morning/afternoon."

The Communications Coordinator contributes to the success of the organization by providing support for all communications, social media, events, graphics, and marketing for various projects and programs. To be successful in this position, the candidate must either be of Indigenous ancestry or very familiar with Indigenous peoples, cultures, history, and justice issues. In addition, the candidate must be well-organized, and have excellent written and digital communication skills.

Who we are looking for:

Training, Education, and Experience

- Communications diploma, degree, certification, or related formal education
- Minimum 2 years of experience in communications or related field
- Proven experience working with Indigenous people (direct experience working within a First Nations environment is preferred)
- Excellent verbal and written communication skills
- Strong interpersonal skills and positive work ethic
- Good attention to detail
- Well-developed skills in prioritizing, organization, decision-making, and time management
- Strong computer skills in Microsoft Office, ability to learn and work on various digital and social media platforms
- Excellent personal motivation with a proven ability to build relationships and work collaboratively in a team environment
- Adaptability to differing cultural and business environments

(A combination of education and experience may be taken into consideration)

Critical Success Factor:

The core of our business is serving the Indigenous community; therefore, a critical success factor for any person who joins the AHMA team is to have an in-depth understanding of Indigenous people, history, justice issues, and cultures, preferably with strong British Columbia First Nations connections.

Team members are expected to have gained this understanding through lived experiences, whether it is from being of Indigenous ancestry or working closely with Indigenous communities. Preference will be given to applicants of Indigenous ancestry as per Section 41 of the BC Human Rights Code (self-identify).

Chet kw'enmantumiyap – Squamish for "We are thankful to you all."



JOB DESCRIPTION – COMMUNICATIONS COORDINATOR

Reports to: Manager, Communications and Media Relations

ROLE DESCRIPTION

Reporting to the Communications Manager, the Communications Coordinator contributes to the success of the organization by providing support for all communications, social media, events, and marketing for various projects and programs. To be successful in this position, the candidate must be very familiar with Indigenous peoples, cultures, history and justice issues.

This role supports AHMA's strategic objectives with planning, executing, and monitoring internal and external communications, developing content, and contributing to Indigenous housing advocacy campaigns. The Communications Coordinator will assist with the delivery of member communications, including newsletters, website updates and much more to support AHMA in delivering on its mandate.

This is a hybrid position requiring the candidate to be at AHMA's West Vancouver office 2 days per week. This position also requires availability for travel to housing events.

KEY RESPONSIBILITIES (INCLUDING BUT NOT LIMITED TO)

- Planning, creating, executing, and monitoring social media and corporate communications content, graphics, and campaigns
- Developing and delivering member communications, including newsletters, articles, content submissions, media materials, and website updates
- Producing interesting, relevant, and engaging content for all partner organizations, members, campaigns, and social media platforms
- Staying up to speed with media articles and social media platform changes and trends in the industry
- Professionally engaging and responding to online conversations and feedback
- Tracking and reporting on online activity (familiarity with Meltwater is an asset)
- Developing and maintaining events, announcements, and social media posting calendar
- Optimizing website traffic by posting and linking all external content
- Suggesting new ways to drive engagement online through various platforms
- Keeping platforms, content, contact lists and media monitoring channels updated
- Assisting with marketing, event planning, and internal communications
- Assisting with government relations and advocacy efforts as and when needed
- Supporting media relations, writing articles, creating graphics and synthesizing content
- Supporting internal teams with content drafts and campaign development
- Familiarity with Canva, WordPress, SharePoint, and MailChimp is an asset

EDUCATION & EXPERIENCE

- Communications diploma, degree, certification, or related formal education.
- Minimum 2 years of experience in communications or related field
- Proven experience working with Indigenous people; direct experience working within a First Nations environment is a definite asset.



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KNOWLEDGE, SKILLS & ABILITIES

- Excellent verbal and written communication skills
- Strong interpersonal skills and positive work ethic
- Good attention to detail
- Well-developed skills in prioritizing, organization, decision-making, and time management
- Strong computer skills in Microsoft Office, ability to learn and work on various digital platforms
- Focused, versatile, dependable, task-oriented, flexible, positive,
- Able to adapt effectively to changing circumstances and challenging situations
- Excellent personal motivation with a proven ability to build relationships and work collaboratively in a team environment
- Ability to create strong strategic relationships and partnerships with internal and external connections.
- Proven adaptability to differing cultural and business environments.
- Ability to work independently and successfully meet deadlines
- Able to travel and work periodic evenings and weekends. Ability to travel within BC as required.