



METLAKATLA FIRST NATION

JOB OPPORTUNITY

Communication Technical Supervisor

Date Posted:	Aug 28, 2024
Business Unit:	Metlakatla First Nation (MFN)
Location:	Metlakatla, British Columbia
Reporting to:	Manager of Communications
Wage:	30\$ - 35\$ per hour

The Communication Technical Supervisor oversees and manages the technical aspects of the organization's communication systems. This role ensures that all communication technologies, including voice, video, and data systems, are operational, reliable, and effectively support the organization's objectives. The supervisor will also support our communications manager in effectively communicating our community's values, initiatives, and achievements. As a vital member of our team, you will play a crucial role in enhancing our community's engagement and outreach efforts.

Responsibilities:

- Assist the Communications Manager in developing and implementing comprehensive communication strategies that align with organizational goals.
- Provide support to ensure cohesive and effective communication across all platforms.
- Oversee the creation and distribution of content for various communication channels, including newsletters, website updates, social media, and press releases.
- Plan and manage communication technology projects, including upgrades and new implementations
- Coordinate with internal departments and external partners to gather information and stories that highlight the achievements and initiatives of Metlakatla First Nation.
- Monitor media coverage of Metlakatla First Nation and prepare timely responses or proactive communications as needed.
- Set up and manage technical equipment for community meetings and events, ensuring smooth operation and providing technical support as necessary.
- Provide technical training to staff and community members on the use of communication tools and platforms.
- Collaborate with the Communications Manager to organize and support community events and public relations activities.
- Update and maintain the membership database, ensuring the accuracy and completeness of member information.
- Ensure all communication systems comply with relevant industry standards, regulations, and best practices.
- Ensure continuity of operations and effective management of communication department during the Communication Manager's absence.
- Perform additional tasks and responsibilities as assigned by the Communication Manager or other senior management.
- Adapt to evolving departmental needs and contribute to various projects or initiatives as required.

Competencies and Qualifications:

- Bachelor's degree in information technology, Telecommunications, Computer Science, or a related field is preferred.
- Proven experience in managing and maintaining communication systems and technologies.
- Experience in working with First Nation Organizations will be an asset.
- Strong leadership and team management skills.
- Excellent problem-solving abilities and technical troubleshooting skills.
- Knowledge of industry standards and regulatory requirements for communication systems.
- Effective communication and interpersonal skills.

Work Environment:

- Office-based position requiring reporting to the office in Metlakatla, BC. Ferry fare will be covered, and occasional travel to other locations or sites may be necessary.
- May require on-call availability or extended hours during critical issues or system upgrades.

Submission Deadline: 15-Sep-2024

How to Apply

We encourage all interested candidates to apply for this position through Indeed or to submit their resume and cover letter via email to Human Resources at humanresources@metlakatla.ca.

Only Shortlisted candidates will be contacted.