



BC Forest Safety

Safety is **good** business

ROLE DESCRIPTION

JOB TITLE: Director, Communications

REPORTS TO: CEO

COMPETITION #: 2019-02

CLOSING DATE: June 14, 2019

LOCATION: Nanaimo, BC

Position Summary:

The Director, Communications is responsible for internal and external communications relating to all BC Forest Safety Council (BCFSC) activities as the health and safety association for the forest harvesting, sawmills and pellet industries in BC. This includes the development and maintenance of communications policy, strategy, plans, tactics and messaging to best address the needs of BCFSC stakeholders including members, industry partners, SAFE Certified companies, government officials and media.

Role and Accountabilities:

- Develops and implements the annual communications plan to support the business and work plans of the organization
- Writes stories, photographs, edits and coordinates submissions to publish the BCFSC's print and electronic bi-monthly newsletter, [Forest Safety News](#)
- Supports the creation of marketing materials for programs, conferences and training courses such as ads, brochures, swag, conference materials and posters
- Writes content, edits submissions and publishes the annual report
- Produces publications such as news releases, presentation prototypes and Board briefings
- Creates materials aimed at building awareness and supporting a culture of safety in industry
- Serve as communications advisor to the CEO, Lead Team and industry working groups
- Maintains the communications section of the website including, researching, writing, posting and editing internal and external communication pieces

- Monitors media and perceptions of organizational reputation and performance among stakeholders
- Manages social media channels
- Maintains corporate identity by reviewing and editing all public-facing communications for consistency of message, tone and effectiveness
- Develops and maintains a strong working relationship and network with associated organizations in the forestry sector, media, WorkSafeBC and other associations
- Conducts surveys and research as needed
- Conducts other duties as assigned

DEMONSTRATED EXPERIENCE & COMPETENCIES:

- Minimum 5 years working in the communications field
- Strong portfolio of demonstrated written and oral communication skills
- Strong problem solving, critical thinking and analytical skills
- Ability to plan and organize multiple projects simultaneously on tight deadlines
- Ability to work in a team environment and maintain good working relationships internally and externally
- Strong organizational skills and ability to balance multiple priorities
- Ability to communicate core messages in all media
- Knowledge of forest sector, safety programs, communications best practices
- Strong reputation management skills and attention to detail

Education Required:

- A diploma or degree in communications, journalism, social media, public relations or related discipline
- Accreditation is an asset.

Please send your resume to the attention of: careers@bcforestsafe.org.