



# FOUR HOST FIRST NATIONS

LIL'WAT | MUSQUEAM | SQUAMISH | TSLEIL-WAUTUTH

## Position Description

### Manager, Media Relations

Contract Position: 4 months starting 01Nov2009

Reporting to: Director, Communications

1 position

## Position Description

The Four Host First Nations (FHFN) is seeking an experienced media relations professional to join a dynamic team delivering world class programming for the Vancouver 2010 Olympic Winter Games. The Manager, Media Relations will be responsible for developing and implementing a proactive and reactive media relations strategy for the 2010 Aboriginal Pavilion and the Aboriginal Artisan Village and Business Showcase. The successful candidate will work closely with Manager, Communications to ensure that the media relations activities are consistent with the overall FHFN/VANOC Communications Plan.

This is an evolving position and responsibilities may shift over time. Titles may be adjusted from time to time to accurately reflect responsibilities.

## Responsibilities:

- Develop and implement FHFN/VANOC Media Relations Strategy for the 2010 Aboriginal Pavilion and Aboriginal Artisan Village and Business Showcase including:
  - Identifying live broadcast opportunities during the Games period
  - Developing Games-time press schedule including media preview
  - Fielding media calls, coordinating interviews and supporting spokespeople during interviews
  - Drafting press releases and ensuring appropriate approvals
  - Reviewing draft press releases developed by 2010 Aboriginal Pavilion and Business Showcase partners
  - Leading the planning and delivery of FHFN/VANOC media events
  - Liaising with VANOC media relations team, as required
- Act as back-up media spokesperson for the 2010 Aboriginal Pavilion
- Attend team and Pavilion/Showcase meetings as required

## Position Requirements

### Education/Experience

- Three to five years experience in media relations including strategy development, drafting press releases, preparing key messages and briefing materials and organizing media events.
- Knowledge of local, national and international media required.
- Previous experience as a journalist or editor an asset.
- Strong written and verbal communication skills required.
- Strong organization and time management skills required.





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- Ability to work in a team atmosphere demonstrating effective leadership skills with a proven ability to build and sustain strong working relationships
- Working knowledge of Microsoft Office suite, including: Word, Excel, PowerPoint and Outlook required
- Previous experience working in a fast-paced, multi-level, project based environment with emphasis on timelines and delivery an asset
- Knowledge and background of Aboriginal people, culture and contemporary issues an asset
- Previous experience working with multicultural or Aboriginal stakeholders an asset
- Previous experience working with diverse cultural backgrounds an asset
- Evening and weekend work scheduling required

## Certificates, Designations, Languages required

- A Communications degree or diploma or equivalent combination of education and work experience
- Fluency in English required
- Fluency in French required

## Applications

Resume with three references including contact information must be submitted.

**Submission Deadline: October 24, 2009 at 4:00 p.m. Pacific Time  
(Please make submissions via email or fax)**

### Address:

Karyn Holyk, GM 2010 Aboriginal Pavilion  
Four Host First Nations Secretariat (FHFNS)  
610 – 100 Park Royal  
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