



## JOB POSTING

# Senior Communications Specialist

*0.8 FTE (Mon-Thurs)*

**Salary Range:** \$85,000 to \$105,000 (30 hours/4 days per week)

**Location:** Work from Downtown Vancouver office, with flexibility to work remotely 1-2 days per week.

**Application Deadline:** May 5, 2025

## About Us

The Real Estate Foundation of BC (REFBC) is a philanthropic organization that works to advance sustainable, equitable, and socially just land use and real estate practices across what's known as BC. We do this by funding projects, connecting people, and sharing knowledge. Learn more: [refbc.ca](https://refbc.ca)

## About You

As a skilled communications professional, you relish opportunities to support community partners to share their voices and stories, and REFBC staff, Board of Governors, and advisors to amplify their impact and learnings. You seek ways to authentically prioritize our commitments to advancing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP) and justice, equity, diversity, and inclusion in our communications planning, engagement, and storytelling. You are curious and passionate about the relationships between people, places, and stories we love. You honour and respect Indigenous knowledge, experiences, and ways of knowing in our communications. REFBC's values of equity, decolonizing our practices, reciprocity in relationships, sustainability, and integrity speak to you.

## About the Job

This position is responsible for leading development and implementation of REFBC's communications strategies and activities. The role strengthens REFBC's communications efforts internally and externally, supporting relationships, learning, and storytelling alongside people and organizations we serve. The Senior Communication Specialist reports to the CEO, and works collaboratively with senior leadership team, as well as staff, contractors, advisors, and community partners.

## Key Responsibilities & Duties

### Communications:

- Leads design and implementation of communications and engagement plans, activities, and budgets.
- Provides counsel, feedback, and constructive support to CEO and leadership team on organizational communications and media, government, and community relations.
- Supports internal coordination between grants and special projects and other organizational functions, including Communications, Governance and Operations, and Finance and Investments.
- Creates or oversees the development and implementation of all external communications, including newsletters, press releases, social media, website content, and annual reports.
- Manages REFBC's profile and identity in the community, ensuring consistency and alignment with its mission and values.
- Serves as the primary media contact, building relationships with journalists and securing media coverage.
- Creates and delivers written and verbal presentations to the Board, community agencies, and other relevant stakeholders.

### Events & Community Engagement:

- Supports development of the Land Awards and occasional events.
- Oversees sponsorship budget.
- Identifies communications and engagement partnership opportunities that help advance Foundation mission and priorities.

### People & Relationships:

- Works collaboratively with Senior Leadership Team, communications staff, and contractors to ensure alignment and integration of community engagement and communications activities.
- Facilitates effective communication and collaboration within and across departments, advocating for communications resources, support, and recognition as needed.
- Builds capacity to support communications priorities identified by the Indigenous Community Leaders Circle.
- Oversees the work of communications contractors and vendors, including writers, designers, web developers, videographers, photographers, and other communications consultants.

- Attends events hosted by grant recipients, funders, partners, collaborators, and other organizations as part of the Foundation's engagement strategy to build meaningful relationships.
- Works proactively to ensure the Foundation is engaging people and communities from equity-deserving groups whose voices and experience have been under-represented and/or excluded in land use planning and decision-making.
- Builds relationships with First Nations and Indigenous-led organizations.

## Knowledge, Skills & Experience

- Experience leading people and managing communications and community engagement projects in a collaborative work environment.
- Demonstrated experience advancing the voices of equity-deserving groups and building meaningful relationships with people from diverse backgrounds.
- Applied understanding of the United Nations Declaration on the Right of Indigenous Peoples (UNDRIP) in communications work and practice.
- Track record of developing and implementing communications strategies and plans, setting priorities, managing workplans, and completing tasks in a timely and effective manner.
- Strong interpersonal skills, a high degree of emotional intelligence, and the ability to consider and balance diverse viewpoints and engage in shared decision-making in a constructive, flexible, and positive manner.
- Excellent written and verbal communication skills.
- A degree or equivalent experience in a relevant field — professional accreditation is an asset.

## Working Conditions

- This position normally works 4 days a week, Monday to Thursday, between the hours of 9:00 a.m. and 5:00 p.m.
- Most staff work a hybrid schedule between home and our offices located in Downtown Vancouver.
- This is a leadership position, and from time-to-time additional hours may be required to fulfil the duties of the position.
- This position requires occasional travel for community visits, events, and conferences.

## How to Apply

Send us a résumé with a cover letter (and/or video clip of you), telling us:

- A bit about who you are.
- Why the position interests you.
- About your work history, volunteer work, or community contributions.
- How these would translate to being successful in this role.

**Please include “Senior Communications Specialist” in the subject line; email your résumé and cover letter (and/or video clip) to [careers@refbc.ca](mailto:careers@refbc.ca).**

*We strongly encourage applications from candidates with diverse backgrounds. We encourage, though don't require, applicants who identify as First Nations and/or as a member of equity-deserving groups to indicate so in their cover letter (and/or video clip).*