



Barkerville Gold Mines Ltd.

3700 Ski Hill Road

Wells, B.C.

Canada V0K 2R0

COMMUNITY RELATIONS LEAD

Department: Sustainability & External Relations

Job Location: Wells, BC.

ROLE OVERVIEW

Reporting to the Vice President of Sustainability & External Relations, the Community Relations Lead at Barkerville Gold Mines will support the department by developing and communicating project updates to the community, local governments and other stakeholders. The Community Relations Lead will be responsible for all aspects of engagement with communities, local governments and stakeholders regarding all current and future-planned activities. The Community Relations Lead will be responsible for reporting engagement information up to the Executive Team. A key aspect of the role of Community Relations Lead is building the Sustainability Program and implementing it effectively both internally and externally including training opportunities.

KEY RESPONSIBILITIES

- Support VP of Sustainability & External Relations to foster and maintain strong relationships with stakeholders and communities.
- Provide an on-going presence in the communities and ensure that stakeholders and communities are kept up to date on various company activities.
- Support the VP of Sustainability & External Relations to engage our stakeholders and communities by facilitating on-going engagement and feedback, and collaborating on areas of interest including social, human resources, training, business, environmental and other matters.
- Establish, implement and oversee BGM's grievance mechanism and community consultation records, plans and commitments, to ensure BGM is fulfilling all company and legal requirements.
- Report on community commitment fulfilment and/or progress to VP of Sustainability & External Relations and other senior management, communities and stakeholders.
- Responsible for managing community risk and impact. Ensure risks are minimized, reduced and managed and ensure community alignment to BGM's plans.
- Anticipate community concerns and needs and develop plans to address them in an efficient and effective manner.
- Work with Community Relations Liaisons to develop, plan and execute meetings and present project information to the communities.
- Work with VP of Sustainability & External Relations in collaboration with Sustainability consultants to develop the Sustainability Program, implement the program as required and review Annual Sustainability Reports.
- Develop and execute the training and development requirements of employees as it relates to the Sustainability Program (i.e. cultural awareness training)
- Facilitate meetings in person at the Community Relations Office as requested by community members.



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- Support the VP of Sustainability & External Relations to foster and maintain working relationships with local governments and Interested Parties.
- Develop and maintain methods of communication with communities, local governments and stakeholders (i.e. newsletters).
- Oversee and develop responses to the feedback email and phone line and suggest the best company representative to respond in a timely manner.
- Collaborate with the Sustainability & External Relations Coordinator on the development, planning, organization, and executing of community presentations.
- Maintain detailed meeting minutes with an account of questions and answers.
- Craft social media posts for approval by Executive and provide regular updates on social media interactions and responses to Executive.
- Assist VP of Sustainability & External Relations with identifying challenges and emerging issues faced by the organization.
- Prepare budget of potential donation requests with rationale for approval by Executive.
- Provide oversight on donation requests, matrix, determination and outcome. Prepare and submit annual report on donation valuation and effectiveness.

QUALIFICATIONS AND COMPETENCIES

- Degree and Professional Designation related to Community Engagement/Sustainability
- 7-10 years related experience
- Ability to make optimal decisions through accountability, judgement, problem solving, prudent risk taking, and market/industry awareness
- Ability to build working relationships through respect & integrity, open communication, teamwork, negotiation, influence and relationship management.
- Knowledge of Sustainability reporting and programs including Environment, Sustainability and Governance (ESG)
- Excellent planning, problem-solving and organizational skills
- An ability to foster high quality relationships with Indigenous nations, stakeholders and consultants
- Excellent written and verbal communication skills.
- Intermediate level skills in Microsoft Office including Microsoft Teams, video conference set up, document control
- Ability to listen and communicate in a clear, honest, authentic and respectful manner.
- A self-starter, with drive and perseverance to achieve goals.
- Demonstrated knowledge of safe work practices, policies and procedures.
- Valid Class 5 Drivers License.

Please submit your resume to jobs@barkervillegold.com