

Soda Creek Indian Band Employment Opportunity For Communications Coordinator

JOB SUMMARY

The Communications Coordinator contributes to the overall success of the organization by ensuring that all Xat'sull members both on and off reserve are informed and up-to-date on treaty issues and aware of ways they can participate and have input into the treaty process. The Communications Coordinator oversees all aspects of Xat'sull Treaty Department communications including the development of publications, pamphlets, handouts, videos, social media and other methods of distributing information about treaty. The Communications Coordinator maintains the xatsull.com website and contributes treaty-related materials to the Fraser River Run and Lexey'em newsletters.

QUALIFICATIONS

- Diploma or Certificates in: Communications, Public Relations or a combination of relevant education and experience
- Proficiency in the use of computer programs for word processing, PowerPoint, databases, spreadsheets, email and the internet, to the intermediate level (capable of using a large number of functions and feel confident using the program)
- Excellent writing and research skills.
- Must have strong administrative, organizational and communication skills
- Strong presentation skills and the ability to facilitate group discussions
- Ability to self-regulate, meet deadlines, have attention to detail
- Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

Experience:

- One year working with various types of media or communication systems or communications platforms
- One to two years working in a related capacity to support Treaty preferred.

TYPE OF EMPLOYMENT

This is a full-time position of 35 hours a week.

APPLICATION DEADLINE

A completed Soda Creek Indian Band Application Form is required with your cover letter and resume. Only candidates that are eligible for an interview will be contacted.

HOW TO APPLY

Resumes can be mailed or emailed or delivered by hand to:

Deanna Dormuth Executive Assistant
3405 Mountain House Rd.
Williams Lake, BC V2G 5L5

Email: execasst@xatsull.com

Or by fax to: 250-989-2300