



**Stswecem'c
Xget'em**
FIRST NATION

Job Posting

Title *Communication Coordinator*

Reports To *Chief Administrative Officer*

Job Summary

Reporting to the Chief Administrative Officer (CAO), the Communications Coordinator uses strong communication and writing skills to support all SXFN's departments. This is a strategic position that has the ability to "tell our story" through multiple avenues (i.e., newsletters, Annual Reports, social media posts, and funding proposals). The incumbent will have the technical knowledge to work on websites, publication software and other technologies, along with the ability to write stories, articles and reports

Communication Services:

1. Designs and implements an effective communication plan
2. Develops written communications to keep staff, community members and the general public aware of activities, business opportunities, staffing opportunities, specific claims, economic development, land use plans and other information on a regular basis.
3. Creates a proposed calendar of upcoming communication events for the year
4. Writes documents that will be used internally as well as externally
5. Arranges print and broadcast media interviews and news coverage
6. Designs brochures, annual reports and other printed materials
7. Other duties as assigned or required.

Qualifications

Education:

- Post secondary courses in Public Relations, Media Relations, Journalism or a combination of education and experience

Skills and Abilities:

- Proficiency in the use of computer programs for publishing, word processing, 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 skills with the ability to reach a broad audience

Experience:

- Two to four years of relevant work experience writing content, articles, speeches, marketing material and recruitment information

Conditions of Employment

- Must be able to obtain and maintain a valid BC Driver's Licence
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements OR access to company vehicle is provided and requires a valid Driver's Licence

Salary range: 23.05-29.20

Submit your resume and cover letter to: hr@sxfn.ca

Deadline: Open until filled
