

JOB POSTING (REPOST)



Title:	Coordinator, Communications & Engagements
Office(s):	Executive & Administration
Wage Scale:	Dependent on qualifications and experiences
Benefits:	As per Band Policy
Reports To:	Band Manager

POSITION SUMMARY:

The Cook's Ferry Indian Band has an opening for the position of Coordinator of Communications & Engagements. The position is under the direction of the Band Manager, with the purpose of achieving a high level of communication and coordinating engagements for the Cook's Ferry membership and ensuring effective communication about Band programs and services. The position involves developing, assessing, and making recommendations of communication strategies with members and partner organizations.

Coordinator of Communications & Engagements implements the communication plan to ensure adequate and meaningful communication with the community about issues and opportunities as they arise and assist the various offices of the Band to ensure the coordination and advertisement of community events, programs, services, and key happenings of the Band. Coordinator will play an integral role in initiating and executing internal and external communication, media relations, education and promotional plans, branding, and publication management with the overall goal to support a positive public image through continual improvement of communications.

DUTIES AND RESPONSIBILITIES:

- Develops and creates a standard approach for communication, that ensures prompt sharing of information and a process for supplying feedback or input from the citizenship, leadership, and employees; and develop and keep work plans for each project and assigning resources (personnel, suppliers, rooms, equipment).
- Explores more effective means of using current tools, i.e., Posters, website, newsletters – such as the use of social media and other forms of technology such as video streaming; Oversee and uploading of website content, ensuring prompt updates and accuracy.
- Research alternative means of contact for citizens living away from the community who may not always be able to attend meetings or take part in person; and develop a step-by-step process for citizenship to take part in discussion via social media, email, briefings, newsletter-regarding the future of the community.
- Promotes the program by providing community outreach – presentations, workshop and facilitate knowledge sessions with the citizens, leadership, and employees; liaison with staff regarding the website maintenance and newsletter; and arrange for presentation – to present information on the Communication Strategy plan.
- Conducts research and investigation about the development, implementation, and administration of the Communication Strategy Plan; and investigate communication plan options/templates from other sources i.e. Other First Nations and organizations; help and engage with the citizenship on issues related to information sharing and feed-back/input opportunities on the future of the community; and, compile contact log of citizenship's emails, addresses with the proper permissions from those willing to supply such information.
- Creates pro-forma pieces, with the responsiveness of design, format, write, edit, and produce print and digital materials, news releases, communications, event, and project-related materials.
- Coordinates the development of all related social media posts.
- Responsible for the development of standard branding and all promotional materials for both internal and external purposes.
- Works with external partners and contractors on the development of culturally proper communication materials, graphics, and templates.
- Maintains a communications calendar that reflects all planned communication.
- Develops and keeps email distribution list(s).
- Monitor analytics and create reports detailing the effectiveness of communication strategies.
- Ensures all materials to Council and external to the organization are formatted to a standardized template.
- Develops a feedback process so that input from citizens on such areas as plans, performance and issues management can be provided to Council and staff on time.

QUALIFICATIONS AND EDUCATIONAL REQUIREMENTS

- Minimum Grade 12 Secondary Diploma or equivalent, Diploma/Degree in Public Relations, Communication or Journalism; and,
- Two (2) years' experience in communications, marketing, project management or related fields.

- Knowledge and sensitive to cultural practices and traditions including smudging and ceremonial fires.
- Understanding of the importance of organizational communication strategy; team building; decision making; problem solving; good organizational and file management skills; excellent facilitation skills.
- Ability to work within established guidelines, regulations, and legislation; a high level of verbal and written communication skills; time management and ability to schedule; and ability to work with little or no supervision.
- Previous experience working in an Indigenous Community, with strong knowledge of Métis culture and history, is considered an asset.
- Knowledge or skill in graphic design, and design software is an asset; with Adobe Creative Cloud, including Acrobat Professional, Photoshop, Illustrator and Publisher.
- Demonstrated ability to effectively communicate both verbally and in writing.
- Ability to lead, problem-solve, and utilize team-building skills.
- Proficient in the use of computers with good working knowledge of Microsoft Office suite and the ability to use a variety of software.
- Valid Class 5 driver's license and satisfactory driving record is required.

APPLICATION PROCEDURE:

Please Submit a resume by Wednesday, July 26, 2023, to:

Boyd Clark, Acting Band Manager

Cooks Ferry Indian Band

PO Box 130, 3691 Deer Lane

Spences Bridge, BC V0K 2L0

E-Mail: acting.manager@cooksferri.ca

We thank all applicants for their interest; however, only short-listed candidates will be contacted.

This posting may remain open until the position is filled. Preference will be given to persons of Nlaka'pamux or Aboriginal ancestry as per Section 16 (1) of the *Canadian Human Rights Act*.