



JOB POSTING

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

POTENTIAL START DATE: February 2024

POSITION TYPE: FULLTIME

POSITION SUMMARY:

The Cook's Ferry Indian Band has an opening for the position of Coordinator of Communications & Engagements with the position located in the Merritt Office.

Under the direction of the Band Manager, the Coordinator of Communications & Engagements works independently and/as a member of a team with the purpose to achieve a high level of communication and coordinating engagements with Cook's Ferry membership and ensuring effective communication about services available.

The position involves developing, assessing, and making recommendations regarding communication strategies with members and partner organizations. The Coordinator of Communications & Engagements implements the communication plan to ensure adequate and meaningful communication with community regarding issues and opportunities as they arise and assist the various offices of the Band ensuring the coordination and advertisement; of community events, programs, services, and key happenings of the Band. The Communication 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 maintain a positive public image through continual improvement of communications.

DUTIES AND RESPONSIBILITIES:

The Communication Coordinator will perform the following job functions:

- Develop and create a standard approach for communication, that ensures timely sharing of information and a process for providing feedback or input from the citizenship, leadership and employees; and, develop and maintain work plans for each project and assigning resources (personnel, suppliers, rooms, equipment);
- Explore 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 timely 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 participate in person; and, develop a step-by-step process for citizenship to participate in discussion via social media, email, briefings, newsletter-regarding the future of the community;
- Promote 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.
- Conduct research and investigation regarding 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; assist 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, address-es with the appropriate permissions from those willing to provide such information;
- Create pro-forma pieces, with the responsibility of design, format, write, edit and produce print and digital materials, news releases, communications, event, and project-related materials.
- Coordinate the development of all related social media posts.
- Responsible for the development standard branding and all promotional materials for both internal and external purposes.
- Work with external partners and contractors on the development of culturally appropriate communication materials, graphics, and templates.
- Maintain a communications calendar that reflect all planned communication.
- Develop and maintain 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.
- Develop a feedback process so that input from citizens on such areas as plans, performance and issues management can be provided to Council and staff in a timely manner.

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, 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.
- Knowledge of 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 diver's license and satisfactory driving record is required.

APPLICATION PROCEDURE:

Candidates of Aboriginal descent with a preference given to Cooks Ferry Band Members are invited to submit their resume in confidence to:

- **PLEASE SUBMIT A RESUME BY FRIDAY, JANUARY 26, 2024**

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@cooksferry.ca

We thank all applicants for their interest.

Only short-listed candidates will be contacted for interviews.

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*.