



Employment Opportunity

Stswecem'c Xgat'tem First Nation

Communications Specialist

Reporting to the Chief Administrative Office (CAO), the Communications Specialist uses strong communication and writing skills to support all SXFN's departments such as Stewardship, Treaty, Education, Health, Finance & Housing and Administration. 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. The Communications Specialist will be required share information that may be highly sensitive, political, or confidential on behalf of the CAO, Council, and staff. The goal of this position is to help facilitate community development, build the brand of SXFN with community members and externally with many stakeholders and keep people well informed.

Communication Services:

1. Designs and implements an effective communication plan that identifies resources and outlines the methods and schedule of communication items
2. Develops written communications to keep staff, community members and the 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 (i.e., newsletters, posters, communications to households, Annual Reports, press releases, brochures, audiovisual and display materials, social media posts and other communications) tracking the variety and frequency of communications
4. Researches, writes, and edits communication documents (i.e., biographies, speeches, briefs)
5. Provides outreach to local, regional, provincial, and national media outlets as required, building relationships for stronger promotion
6. Arranges print and broadcast media interviews and news coverage
7. Designs brochures, annual reports, and other printed materials
8. Assists in the design of advertisements for economic development
9. Coordinates communication workshops for staff and Chief and Council

Technology:

1. Maintains written brand guidelines document for best practices in grammar, messaging and style in writing and editing all communications material
2. Creates templates and reporting structures for operational goals and objectives
3. Ensures the integrity of email platform lists
4. Manages accounts (i.e., Facebook, Instagram, Wordpress, Domain names, Canva and other software products)
5. Schedules content to keep social media information current and relevant
6. Manages SXFN's website keeping content up to date and relevant

Emergency Operations Centre (EOC):

1. Participates as a member of the EOC with the role of providing instruction, incident reporting, posters, and communications to individual households.

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
- Strong organizational and planning skills and able to work with minimal supervision
- Demonstrates reputable interpersonal skills and team player skills
- High level of integrity and professionalism
- Demonstrates critical thinking skills with the ability to troubleshoot and problem solve
- Must be a team player, a self-starter and have the ability to self motivate to take action
- Technical ability with a range of software products (i.e., Photoshop, Indesign, Canva and others) is an asset

Experience:

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

Working Conditions:

- Receives moderate supervision with less frequent direction and review of the work performed
- May be required to travel for stories, research and 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

Submit a Resume and Cover
letter to: hr@sxfn.ca
Or Fax: 250-440-5679

This position is open to all qualified applicants, although preference will be given to candidates of Indigenous ancestry. SXFN thanks all applicants for their interest, but only those selected for an interview will be contacted.