



Tsq'escen' First Nation

Administration Communications Coordinator

Job Summary:

The Communications Coordinator, is a member of the Administration team, reporting to the Chief Administrative Officer, this position is responsible to develop and implement a communication strategy including oversight of all communications which will support the Tsq'escen' First Nation with clear, concise, transparent communication between Tsq'escen' Chief and Council, Administration, staff and Tsq'escen' First Nation membership, partners and stakeholders.

Duties/Responsibilities:

1. Performs all duties and responsibilities in accordance with the Tsq'escen First Nation policies, standards, and procedures, and as directed by the Chief Administrative Officer.
2. Maintains confidentiality on all matters relating to the affairs of the Tsq'escen First Nation.
3. Develop, implement, and evaluate communication strategies for programs designed to inform community members, various levels of governments and the general public about Tsq'escen' First Nation.
4. Facilitate focus groups, committee meetings and information meetings when required.
5. Advise Tsq'escen' First Nation Chief and Council members on communications matters when required.
6. Write and edit various communications documents for Tsq'escen' First Nation.
7. Build relations with various levels of government communication officers and the business community.
8. Plan, organize, and implement various communications initiatives on behalf of Tsq'escen' First Nation member community (when required).
9. Gather, research, and edit communications material for internal and external audiences.
10. Prepare (when required) or oversee preparation of reports, briefs, biographies, speeches, presentations, and press releases.
11. Develop and organize workshops, meetings, ceremonies and other events for publicity and information purposes.
12. Prepare and deliver educational and publicity programs to increase awareness about Tsq'escen' First Nation.
13. Develop, forecast, and manage various communications budgets for Tsq'escen' First Nation.
14. Initiate and maintain contact with local, regional, and national media.
15. Arrange interviews and news conferences when required.
16. Assist in the preparation of brochures, reports, newsletters, and other communications materials.
17. Organize venues, catering, invitation mail-outs and attendance for communications meetings, events, and open houses.
18. Coordinate and follow up with photographers, designers, and printers.
19. Document production and distribution of fact sheets, newsletters, brochures, handouts, etc.
20. Prepare and assist in the preparation of audiovisual material for Tsq'escen' First Nation (e.g., PowerPoint, slideshows, or video).
21. Assist with production and coordination of display material.
22. Coordinate travel arrangements related to communications activities.
23. Respond to correspondence related to communications activities when required.
24. Respond to issues and concerns from the community members related to communications activities.
25. Research, compile and make recommendations on events that Tsq'escen' First Nation should participate in.
26. Coordinate and organize Tsq'escen' First Nation participation in speaking engagements, events, and obtain feedback from various groups.
27. Coordinate Tsq'escen' First Nation spokespersons. This includes liaising with organizations, groups, and communications officers from various levels of governments; booking speakers; getting written confirmation and arranging for necessary equipment.
28. Other duties as assigned or required.

The duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

Qualifications:

- Knowledge of the historical and systemic impacts of intergenerational trauma due to colonialism, residential school history, sixties scoop and the child welfare system on Indigenous families and communities.
- Knowledge of and/or willingness to learn about the Secwepemc Nation, culture, traditions, and values.
- Ability to work collaboratively and establish positive working relationships with a variety of teams/groups, community members, organizations, and other stakeholders.
- Demonstrated skills in time management with the ability to multitask and prioritize work duties and responsibilities including early identification of issues/problems that may arise, with an awareness of when to elevate issues as appropriate.
- Strong written and verbal communication skills; a persuasive and effective communicator. Good problem-solving ability, creativity, and entrepreneurial spirit.
- Ability to build and maintain respectful and effective relationships with diverse groups, organizations, and individuals to work collaboratively and cooperatively, including good conflict management, mediation skills and abilities.
- Lifestyle consistent with the importance and responsibilities of the position.

Education/Requirements:

- Post-Secondary education in the areas of Public Relations, Media Relations, Marketing or Communications or relevant work experience or combination of education and experience related to this position.
- Computer skills in Microsoft Office Suite, Adobe, Canva and Photoshop are an asset.
- Must have experience working in Indigenous communities.

Conditions of Employment:

- Must be able to obtain and maintain a Criminal Records Check.
- 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.
- Travel to homes or other related organization locations will be required.
- A balance of Standard and Non-standard hours of work; maintain flexibility.
- Receives limited supervision with less frequent direction and occasional review of the work performed.

Term: **Full time**
Monday to Friday – 35 hours/ week

Hourly rate of Pay: **As per the TFN Salary Grid starting at \$27.53/hour (depending on experience)**

Application Deadline: **Open until position is filled**

Cover Letter & Resume sent to:

Delair Ignatius, Operations Assistant
 Tsq'escen' First Nation
 Box 1030
 100 Mile House, B.C.
opsassist@tsqescen.ca

Note:

As per Section 4.2 (4.2.3) of the Tsq'escen' First Nation Human Resources Policy, preference may be given to applicants of First Nations, Métis, and Inuit ancestry.
Preference may also be given to applicants who can demonstrate knowledge and/or experience with our Secwepemc language, culture, history, and customs.