



Employment Opportunity

Communications Assistant

Position Type: Full-time – One Year Fixed Term Contract (Maternity Leave)

POSITION SUMMARY

The Communications Assistant (the “CA”) position is responsible in assisting ʔakisq̓nuk First Nation (“AFN”) managers and staff to optimize how organizational communication. The CA gathers research and prepares communications material for internal and external audiences and by developing and implementing advertising campaigns across the AFN community which are appropriate for print or electronic use. The CA will also be responsible for creating marketing materials, managing social media networks, creating databases for managing clients, events, communications, and marketing data. Other responsibilities may include drafting and editing publication material copies and helping to execute communications projects and strategies for the AFN organization.

KEY RESPONSIBILITIES

- Responsible for the gathering of pertinent information which goes in creating, printing, and distributing the AFN bi-weekly newsletter.
- Ensure that the AFN webpage is up to date with all the current community activities and events.
- Work in conjunction with staff and affiliate organizations to plan community events. (*Annual General Assembly, Earth Day etc.*)
- Create physical and electronic flyers and other communication materials for events and overseeing their distribution.
- Ensure all major events are displayed on the AFN billboard, communication boards in the Administration building and Recreation Centre, and in any other suitable location on AFN property.
- Scan and save historical and crucial documents on the AFN common drive whilst ensuring confidentiality is being sensibly practiced.
- Organize the virtual common drive and all its components.
- Assist in the reorganization of the archived files in the Administrations building’s basement.

Required Knowledge, Skills, and Abilities

- University degree or college diploma in Communications, or a similar field.
- Experience in an administrative and/or communications capacity.
- Ability to manage and maintain social media accounts such as on Facebook, Instagram, Twitter, etc.
- Experienced problem solver and able to tackle issues in the workplace.
- Exceptional and respectful communication skills (written and verbal).
- Ability to exercise tact and diplomacy in adverse and stressful situations.
- Ability to work unsupervised and to also function as part of a diverse team of professionals.
- Experience in creating community or company-wide newsletters in a corporate capacity.
- Superior planning, organizing and prioritizing tasks and workload.
- Able to work in accordance with timelines and deadlines.
- Proficient in Microsoft Word, Excel, Power Point and Publisher.

GENERAL STATEMENT

The core of our business is serving the AFN Community and the Ktunaxa Nation overall. Therefore, anyone who joins the organization should have an understanding of AFN and/or the Ktunaxa Nation. This understanding can be gained from being a member of the AFN Community and/or the Ktunaxa Nation, being from AFN or Ktunaxa ancestry, or from working with the Community and/or the Nation. If a person looking to join the AFN Organization does not currently possess this understanding of the Community or Nation, they must demonstrate a genuine interest to learn more and stay informed about the culture to gain a greater understanding.

Please submit your resume and covering letter detailing your interest and suitability for the role.

Human Resources
ʔakisq'nuk First Nation
3050 Highway 93/95, Windermere,
BC V0B 2L2
hr@akisqnuke.org

Note: Preference will be given to candidates of Ktunaxa or other First Nations ancestry in accordance with Section 42 of the BC Human Rights Code. ʔakisq'nuk First Nation may consider a Ktunaxa citizen who does not meet all the hiring criteria. Where possible, ʔakisq'nuk First Nation will endeavour to provide hands on training and professional development to applicants of Ktunaxa ancestry. We encourage you to apply!

ʔakisq'nuk First Nation encourages applicants to self-identify. Thank you to all those who apply, however only those selected for an interview will be contacted.