

JOB OPENING

COMMUNICATIONS & EVENTS COORDINATOR



Xatsùll First Nation is looking for a Communications & Events Coordinator to assist with day-to-day communications including content development, social media management, graphic design, and supporting a wide range of communication services as well as organizing Xatsùll events. The Coordinator works under the supervision of the Communications Manager and may be also asked to work on strategic Communications projects. This is a full-time position scheduled for 35 hours per week.

WHY WORK HERE: We believe that in order to get the best out of our employees we have to make sure our employees are well taken care of. We don't just offer a standard benefits package but go beyond what's expected. Outside of competitive wages and excellent benefits, we offer a friendly work environment and support professional development. Finally, working at XFN, you will be leading meaningful work to support our community for the benefit of current and future generations. Our primary goal is to make our members' lives better both now and in the future.

We are a Northern Secwepemc Nation, in the Cariboo, surrounded by a vast network of forests, lakes and rivers, grasslands, mountains beautiful neighbourhoods, wonderful people and a rich cultural history. Adventure and exploration await you in this lifestyle abounding in nature, outdoor activity, and wildlife.

HOW TO APPLY: Please provide a cover letter and resume to our Human Resources department:

EMAIL YOUR APPLICATION TO:

Human Resources
Email: hr@Xatsùll.com

MAIL YOUR APPLICATION TO:

Attention: Human Resources
Xatsùll First Nation (Soda Creek First Nation)
3405 Mountain House Road,
Williams Lake, BC V2G 5L5

DEADLINE: Open until filled.

WAGE: \$58,500 to \$77,000 per year

KEY RESPONSIBILITIES:

- Delivers day-to-day communications functions including creating posters, posting on social media, website updates, creating a monthly newsletter and more
- Conducts interviews, takes photos and video, and writes news releases, stories and Treaty updates/summaries.
- Oversees the planning and delivery of community events, including booking, invoicing, organizing rides etc.
- Scheduling and supporting the use of the community gym and equipment, including making sure equipment is working and up-to-date
- Assists departments and community in executing their events, including broadcasting meetings
- Attends events and makes sure everything goes as planned
- Other communications-related duties as assigned by the Communications Manager

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ESSENTIAL EDUCATION, SKILLS AND QUALIFICATIONS

In order to be considered, the application must clearly display how you meet the following qualifications in a cover letter:

- Post-secondary education in Communications, Marketing, Public Relations, Journalism or equivalent - note you will be required to provide proof of education by providing a copy of your degree/diploma. Candidates with foreign credentials are expected to require proof of Canadian equivalency
- A minimum of 3 years of experience in Communications, Marketing or Public Relations;
- Proficient with the Adobe Creative suite (including InDesign and Photoshop) and WordPress
- Physically able to lift and move equipment (i.e. tables, chairs, tripods etc.)
- Experience operating cameras
- Able to work evenings and weekends
- Organized and self-motivated, dependable and detail-oriented
- Recognizes and respects all cultural diversity

ASSET QUALIFICATIONS

- A demonstrated history of customer service with a friendly disposition and a professional demeanour
- Knowledge of Secwépemc language, culture and traditions
- Experience organizing events
- Ability to problem solve
- Experience operating video and audio boards
- Advanced drone pilot certification

EMPLOYMENT CONDITIONS

- Class 5 Driver's license and a reliable vehicle
- Ability to work flexible hours and willing to travel for meetings
- Must provide a Criminal Record Check

Preference will be given to persons of Aboriginal ancestry as per Section 16(1) of the Canadian Human Rights Act.