

# JOB OPENING

## COMMUNICATIONS COORDINATOR



Xat'sull First Nation is looking for a Communications Coordinator to assist with day-to-day communications including content development, social media management, graphic design, and supporting a wide range of communication services. 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@Xat'sull.com](mailto:hr@Xat'sull.com)

**Mail your Application to:**

Attention: Human Resources  
Xat'sull First Nation (Soda Creek First Nations)  
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, developing and posting social media content and creating and delivering a monthly newsletter
- Updating digital and physical signage
- Assist in website development and making regular website updates
- Ensuring the mobile app is fully up to date
- Ensuring all internal and external communications are branded appropriately
- Conducting interviews, taking photos and videos, and writing news releases, stories and department updates/ summaries
- Broadcasting meetings
- Designing and ordering branded items
- Other communications-related duties as assigned by the Communications Manager

# COMMUNICATIONS COORDINATOR

## 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.*