

## JOB DESCRIPTION

**Title**            *Communications Coordinator*

**Reports To:**    *Communications Manager*

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### **JOB SUMMARY**

Working closely with the Communications Manager, the Communications Coordinator ensures NStQ citizens and the public are informed and up to date on treaty issues.

Working closely with the Treaty Communications Manager the Communications Coordinator insures NStQ citizens and the public are informed and up to date on treaty department communications including the development of publications, brochures, flat sheets, handouts, and methods of distributing information using a variety of media. The Communications Coordinator assists in the maintenance of the website; and provides technical assistance to communication personnel of the NStQ communities in their treaty communications initiatives.

### **DUTIES AND RESPONSIBILITIES**

#### **A: Communications**

1. Assists NStQ Communication Coordinators and their communities with their treaty related communications when required
2. Informs and educates members of the public and media on treaty and treaty related issues
3. Participates in and coordinates special public relations projects on treaty related matters
4. Graphic design
5. Photography
6. Technical direction; i.e. set up a shoot

#### **B: Media Relations**

1. Informs the media and the public of upcoming treaty activities including protocols and participation
2. Maintains contact with local reporters and journalists to develop working relationships
3. Responds to staff & members for media
4. Social media

#### **C: Community Liaison**

1. Represents the NStQ interest by developing relationships with the NStQ community and gathering views
2. Assist the treaty department and treaty team to organize urban meetings

#### **D: Newspaper**

1. Solicits submissions from Treaty Team members, community members, staff and others
2. Conducts interviews and writes articles for the newspaper
3. Coordinates the distribution of the newspaper
4. Formatting

#### **E: Meetings – Technical Support; Bluejeans; Streaming**

1. Leadership as assigned
2. Urban as required
3. Citizen's Assembly
4. Other meetings as required

#### **F: Other**

1. Maintain and enhance website
2. Participate on committees as requested by Supervisor
3. Works with supervisor on training needs and interests
4. Finance
  - Cheque Requisitions
  - Communication budget – Keeping track of revenue and expenses
5. Oversees membership database
6. Assists with booking of virtual meetings through Bluejeans
7. Works with Communications Team to digitize as required
8. Performs other duties as required or requested

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*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 to maintain confidentiality of all information gained while working with the organization.*

### QUALIFICATIONS

#### Competencies:

The Communications Coordinator should demonstrate competence in the following:

- Quality - Sets and attains quality standards that meet or exceed requirements
- Adaptability - Accepts change and guides team to implement change; ability to remain professional in the face of opposition; recognizes and respects all cultural diversity and has an understanding of Aboriginal culture
- Initiative - Takes the initiative to identify new challenges or opportunities
- Data Analysis - Gathers, analyzes and acts on information gathered as well as team and individual performance data; ability to listen and draw out specific points
- Problem Solving - Uses critical thinking skills to solve problems and achieve effective solutions; thinks outside the box; highly organized

#### Skills and Abilities:

- Computer skills for Microsoft Office – Advanced level
- Knowledge and fluency in media software (CS4 - Photoshop, Illustrator, Coffee Cup; Joomla, etc.)
- Knowledge and fluency in video production and editing
- Knowledge and fluency in web design and development.
- Excellent writing, research, presentation, and facilitation skills.
- Excellent communication skills; good communicator
- Excellent analytical skills
- Strong people skills

#### Experience:

- Three year to five years communications experience using a variety of media, writing, and web sites design and/or maintenance

#### Education:

- Technical Diploma in Communications and/or a related field or combination of equivalent experience

#### Working Conditions:

- Travel in this position is required
- Non-standard hours of work
- Supervision received is moderate with less frequent direction and occasional review of the work performed

#### 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 License
- Must provide a vehicle in good operating condition and appropriate vehicle insurance to meet program requirements

#### General Category:

1. Operates as part of a team and is flexible about the boundaries and functions of the job
2. Maintains open and professional communications with co-workers, board members and all others who do business with the society or member bands
3. Ensures that all internal and external deadlines are met
4. Travels as required in the performance of their job
5. Serves on committees as directed by their Supervisor
6. Takes responsibility for identifying upgrading of personal skills necessary to perform job duties
7. Successfully completes all training courses undertaken at the direction of their Supervisor
8. Maintains confidentiality of all information seen, heard or obtained by virtue of employment

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9. Recognizes and respects all cultural diversity and has an understanding of Aboriginal culture

**Supervises:**

None

**Position Classification:**

<p><b>I have read the duties and responsibilities assigned to this position and described in this document. I agree to undertake these duties and responsibilities. I understand that this job description will be used as a source to evaluate my job performance.</b></p>	<p>Employees Signature: _____ Name: _____</p>	<p>Date: _____</p>
<p><b>The information contained in this document represents a realistic description of the duties and responsibilities of the described position as of the effective date.</b></p>	<p>Supervisor Signature: _____ Name: _____</p>	<p>Date: _____</p>