



NORTHERN SHUSWAP TRIBAL COUNCIL

Communications Coordinator

Job Summary

The primary focus for the Communications Coordinator will be to ensure NStQ citizens and the public are informed and up to date on treaty issues. The Communications Coordinator oversees all aspects of treaty department communications including developing strategy, oversight of publications, pamphlets, handouts, and methods of distributing information using a variety of media. The Communications Coordinator maintains the internal and external web sites; acts as the editor and producer of a newspaper; and provides technical assistance to communication personnel of the NStQ communities in their treaty communications initiatives. The ideal candidate will demonstrate competence in analysis and critical thinking skills to solve problems and achieve effective solutions.

Skills and Abilities

The ideal candidate will have advanced computer skills, excellent research, writing, presentation and facilitation skills; Knowledge and fluency with media software (Adobe Creative Cloud including Premiere Pro, Photoshop, Illustrator, After Effects, InDesign, etc.).

Qualifications & Experience

The ideal candidate will have 3 to 5 years' of communications experience using a variety of media, of writing, and knowledge and experience in web site design and/or maintenance. You should also have a degree in journalism, communications, graphic arts, English, First Nations Studies and or a related field or combination of equivalent experience.

Working Conditions

Some travel is required. The ideal candidate will have and maintain a valid BC Driver's Licence and a vehicle in good working condition with appropriate vehicle insurance to meet program needs. Successful candidate will be required to get a Criminal Record Check and provide proof of COVID-19 vaccination.

Please forward cover letter and resume along with 3 work related references to:

Marg Shelley, Executive Director
Northern Shuswap Tribal Council
17 First Avenue South
Williams Lake, BC V2G 1H4
administration@nstq.org

APPLICATION DEADLINE: Open until filled