SKWLAX
LITTLE SHUSWAP LAKE BAND

Little Shuswap Lake Band Job Posting

Department: Administration
Position: Communications

The Organization:

The Little Shuswap is traditionally known as Skwlax, which translates to Black Bear in Secwépemctsín, the traditional language. LSLB has a unique vision and drive; the Band has not only led the way in tourism within the Shuswap, but it has also led the way in economic development. The creation of Quaaout Lodge, Talking Rock Golf, Le7ka Spa, and Little Shuswap Gas Station has helped promote Secwepemc culture, and allowed the Little Shuswap Lake people to develop world class accommodation and leisure activities. The governance structure of LSLB is unique and forward-looking, divided into 3 distinct sectors: Administration, which covers programs and services for Band members; Territorial Stewardship, which addresses title and rights issues and external government-government relations; and Economic Development, which oversees the business operations of the community and works to promote a strong, resilient economy for the community. Strong management and leadership with clear vision and an excellent team of committed employees make up the engine that drives the community forward.

The Opportunity - A Day in the life of the communications Coordinator:

The Little Shuswap Lake Band Communications person will report to the Director of Administration and will be responsible for internal and external communications across the organization. We are looking for an enthusiastic and positive person who will ensure information is communicated to employees and band members in a clear, timely and effective manner, using a high impact style and format for correspondence. As the Communications person, you will be an important ambassador for the band, ensuring all communications are consistent across all mediums and for governance sectors and their departments.

Requirements - What you bring to the organization:

- Post-secondary degree in Communications, Journalism, or related field.
- Experience with website and social media content development and management
- Ability to create content and draft key messages.
- Outstanding listening and communications skills, both written and oral.
- Respectful and inclusive of individual, family, and community.
- Understanding of the current and historical culture of the Secwepemc Nation is an asset
- Adaptable, proactive, deadline-driven, results-oriented, highly organized, and detail-oriented.

- Possess excellent computer skills as related to the roles, including the ability to work with Microsoft publisher.
- Attention to detail while maintaining a high level of accuracy.
- Analytical with decision and problem-solving skills.
- Passionate, energetic, and love a fast-paced, highly collaborative environment.
- Ability to multitask and prioritize work.
- Valid driver's license required.

Specific Duties and Responsibilities:

- Maintain regular, consistent, and impactful internal communications.
- Manage and develop content for the Band's website and social media channels.
- Ensure communication strategy is consistent and reflects the Band's strategic vision.
- Draft content and manage external communications (e.g., press releases, newsletter) for mass media or the Band website.
- Draft and coordinate the content of the annual report of the band.
- Collaborate and support the work of various internal working groups and committees, notably the Community Advisory Committee.
- Perform any other duties within the governance communications function as required.

What we will provide:

- Full-time, permanent role with benefits
- Growth opportunities
- Competitive compensation package

Application Deadline:

Open Till Filled

Preference may be given to applicants of Indigenous Ancestry. If you possess the necessary qualifications and skills, please forward your cover letter and resume:

Email:	hr@lslb.ca
Fax:	250-679-3220
In Person:	Little Shuswap Lake Band Office 1886 Little Shuswap Lake Road Chase, BC V0E 1M2

NOTE: While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial, and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal

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Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.