



1886 Little Shuswap Lake Rd • Chase BC • V0E 1M2
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LITTLE SHUSWAP LAKE BAND JOB POSTING – COMMUNICATIONS COORDINATOR

Job Summary

Reporting to and under the direction of the Executive Director of Administration, for the Little Shuswap Lake Band, the Communications Coordinator 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 Coordinator, you will be an important ambassador for the band, ensuring all communications are consistent across all mediums and for governance sectors and their departments.

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.
- Suggest when and what information should be presented to employees and band members.
- Ensure consistent framing of messages.
- 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.
- Review and edit communications drafted by staff and make recommendations to ensure messaging is consistent with internal strategy and tone.
- 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.

Basic Qualifications:

- 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.
- Confident at influencing at all levels of the band and be approachable at all times with your superior interpersonal skills.
- 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.
- Honest, trustworthy, respectful.
- Attention to detail while maintaining a high level of accuracy.
- Analytical and problem-solving skills.
- Decision making skills
- Passionate, energetic, and love a fast-paced, highly collaborative environment.
- Ability to multitask and prioritize work.
- Valid driver's license required.

Physical demands of this job may vary. The majority will be performed at a desk/workstation and those normally associated with a typical office environment – sitting for extended periods of time, eye strain, moderate noise from office equipment/foot traffic, working in confined area.

Working conditions of this is position is performed in a typical office setting. May be required to work after hours and occasional travel may be expected.

Supervisory responsibilities

N/A

Equipment and Software

Microsoft Office products – Word, Excel, Outlook, PowerPoint and Publisher
Photocopier and fax

Other requirements

N/A

TERM OF POSITION: Permanent fulltime
APPLICATION DEADLINE: Posted until filled
START DATE: As soon as possible

If you possess the necessary qualifications and skills, please forward your cover letter, resume and references in strictest confidence to:

Email: hr@lslb.ca
 Fax: 250.679.3220
 In person: LSLB office
 1886 Little Shuswap Lake Road
 Chase, BC VoE 1M2

While we thank you for your interest in Little Shuswap Lake Band, we will only be contacting the short-listed candidates.