



Shuswap Nation Tribal Council

Communications Coordinator

Internal/External Posting

The Shuswap Nation Tribal Council, also known as the SNTC, was formed in 1980 as an effort of the Secwepemc chiefs to advance the issues of aboriginal rights. We are looking for a Communications Coordinator to carry out for development, implementation and evaluation of communications strategies designed to inform Secwépemc membership, employees, and the general public of SNTC initiatives. This person will develop and maintain ongoing communications and information sharing channels with all relevant stakeholders as related to SNTC's governance initiatives tasks with a friendly, courteous, and helpful manner.

The Position:

The Shuswap Nation Tribal Council is looking for a dynamic individual as the Communications Coordinator in the Governance Department. The position will also provide coordination support to the Governance Director when requested. This is a full-time permanent position subject to funding.

Relevant Knowledge and Abilities

- Develop communication strategies to build a higher level of engagement that increases our connections with Secwepemc communities
- Collaborate with the Tribal Chief, Governance Director, and staff to develop interaction strategies that will utilize and strengthen the impact of our organization's activities
- Assist with the preparation of briefing materials, speaking notes, and other information packages for Tribal Chief, Council of Chiefs, and Governance Director and Team
- Ability to prepare content for media advisories and media release for the Tribal Chief, Council of Chiefs and Governance Department
- Able to create and distribute marketing materials; flyers, brochures, press releases, reports, newsletters, and other materials as requested
- Knowledge of website management, update social media platforms, an understanding of search engine optimization and analytics
- Understanding of Secwepemc culture, history, and traditions an asset
- Develop and manage social media accounts as directed
- Ability to travel and work flexible hours

Requirements and Qualifications:

- University degree from a recognized post-secondary institution, preferably in Communications, Journalism, Political Science, or Marketing
- Minimum of three years of experience in communications, preferably for a First Nations organization
- Familiar of First Nations political, policy and legal issues
- Knowledge in developing, implementing, and evaluating communication plans and materials
- Experience in strong writing, editing, proofreading, layout and design, printing/publishing skills are essential, including ability to present concepts verbally
- Self-motivated with ability to work independently and in a team environment
- Ability to have strong organizational, time management and prioritization skills
- Experience with programs including Microsoft Word, Publisher, Excel and PowerPoint; photo editing, graphics and layout programs, and WordPress
- Must be a strong, proficient and confident communicator and presenter
- Valid driver's license and reliable transportation

In accordance with the SNTC Human Resource Policy, the first priority will be to hire qualified persons of Secwepemc ancestry. Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.

If you are interested in a career like this with a great organization, please submit your resume, cover letter, and references (saved as one Word document) referencing Communications Coordinator in the email subject line, by email to governanceadmnassist@shuswapnation.org by November 20, 2020. The Shuswap Nation Tribal Council thanks all applicants for their interest, however only those selected for an interview will be contacted.