



# Okanagan Nation Alliance

101 -3535 Old Okanagan Hwy, Westbank, BC V4T 3L7  
Phone (250) 707-0095 Fax (250)707-0166 [www.syilx.org](http://www.syilx.org)

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## EMPLOYMENT OPPORTUNITY

### **Communications Coordinator.**

The Okanagan Nation Alliance (ONA) is the Tribal Council for the eight member communities of the Okanagan Nation which includes Osoyoos Indian Band, Upper Nicola Band, Upper and Lower Similkameen Indian Bands, Penticton Indian Band, Westbank First Nation, Okanagan Indian Band and the Confederated Tribes of the Colville Reservation.

The ONA is seeking to employ a Communications Coordinator to form part of the Administrations and Communications team.

#### **Job Purpose**

Working in accordance with the organization's strategic vision, this position will report to the ONA Communications and Syilx Public Relations Specialist and will be an integral member of the Communications Team. This position is responsible to execute internal communication plans and tactics to support initiatives in consultation with the Communications and Syilx Public Relations Specialist, that include the development, implementation and evaluation of communications strategies to support audience engagement for department projects, ONA priorities and strategic initiatives.

#### **Scope of the Position**

This position provides high quality, timely communications interventions and materials. The scope includes supporting the design, production and dissemination of the ONA publications, social media materials, e-newsletters, program brochures, posters, together with ONA website content updates. The position holder will be responsible to work with ONA staff in a variety of initiatives and topics.

#### **Key Responsibilities:**

1. Work closely and collaboratively with the Communications Team to ensure consistent messaging and alignment with ONA brand.
2. Collaborate as part of the communications team to ensure the efficient use of internal resources and deliverables.
3. Establish and maintain effective working relationships; collaborate with others in the effective execution of communication plans.
4. Plan, implement and document all aspects of specific projects and communication initiatives that are assigned.

5. Create consolidated project plans for communication team identifying scope, milestones, dependencies, timelines and contingency plans. Identify risks and manage issues as they arise.
6. Research, write and distribute original content across all ONA's internal communication channels, including, but not limited to: e-newsletters, social media posts, videos, and project updates.
7. Develop operational communication tools, including presentations, posters, reports, and various communication collateral.
8. Work closely with the project team to make sure that the scope and direction of each project is on schedule and meeting objectives, as well as liaise with other departments for support.
9. Provide communications support and mentoring to project teams as required; work directly with various program staff on communication projects and plans, providing input and leadership.
10. Participate in ONA meetings and events as required.
11. Generate quotes and estimates for the project and/or plan.
12. Provide technical support at ONA meetings and events, including logistics and equipment set up.
  
13. Perform other duties as required.

### **Qualifications and Competencies**

The position will require the following qualifications, experience and knowledge.

### **Qualifications and Experience**

A Business or Journalism diploma is preferred with 3 year's relevant experience.

### **Knowledge, Skills and Abilities**

1. Strong organizational skills with the ability to independently research, prioritize and assemble details for all aspects of a project or initiative.
2. Ability to build relationships and facilitate integration of communication.
3. Excellent communication skills, writing, editing and proofreading skills, with exemplary attention to detail.
4. A results-oriented and enthusiastic team player who thrives on new challenges and responds nimbly to new priorities
5. Demonstrated critical thinking coupled with the ability to produce effective products and campaigns.
6. Demonstrated solutions-focus, positive attitude, maturity and ability to engage a variety of busy stakeholders.
7. Demonstrated flexibility and the willingness to work across individual roles to deliver collaborative communication solutions.
8. Demonstrated ability to work well under pressure, to complete detailed work and to meet tight deadlines.
9. Ability to accomplish projects with little supervision that meets or exceeds expectations.
10. Knowledge of and experience in working with First Nations organizations and/or communities.

11. Experience with Adobe Creative Cloud (Illustrator, Photoshop, InDesign, Bridge) or other communications software/platforms an asset.
12. Class 5 Drivers License.

**David Leroux, Human Resources Manager**  
**Okanagan Nation Alliance**  
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**COMPETITION OPEN UNTIL FILLED**

**Thank you for your interest. No Phone Calls Please only those short-listed will be contacted**