

EMPLOYMENT OPPORTUNITY

COMMUNICATIONS COORDINATOR PERMANENT FULL-TIME



ABOUT THE OPPORTUNITY

This position provides high quality, timely communications interventions and materials. The scope involves the implementation of communication plans, development of social media plans, promotion campaigns, activities, and projects ensuring brand adherence to deliver a range of communications in both digital and print. This includes supporting the design, production and dissemination of ONA content via publications, social media, and the ONA website.

DUTIES MAY INCLUDE:

- Identifies and coordinates opportunities between departments to cross-promote initiatives and programs effectively.
- Creates dynamic content using current trends & practices.
- Identify risks and manage issues as they arise.
- Generates campaigns, public relations, social media plans and marketing activities designed to raise the profile of the ONA.
- Prepares communication analysis reports from a variety of sources (e.g. social media analytics, surveys, Google analytics) to determine the effectiveness of communication plans.
- Performs other duties as required.

QUALIFICATIONS:

- A Business, Communications or Journalism diploma is preferred with 3 year's relevant experience.
- Strong organizational skills with the ability to independently research, prioritize and assemble details for all aspects of a project or initiative.
- Excellent communication skills, writing, editing, designing, and proofreading skills, with exemplary attention to detail.
- Ability to build relationships and facilitate integration of communication.
- Demonstrated ability to work well under pressure, to complete detailed work and to meet tight deadlines.
- Experience with managing social media accounts, Adobe Creative Cloud, WordPress, & Google Analytics.
- Knowledge of and experience in working with First Nations organizations and/or communities.
- Valid Class 5 Drivers License.

TERM:

- The work term will be full-time at 37.5 hours per week
- Willingness to work some evenings and weekends as required

ABOUT US

The Okanagan Nation Alliance (ONA) is the tribal council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve Syilx Okanagan Nation Title and Rights. Further the ONA is charged with providing members with a forum to discuss positions of common concern.

TO APPLY:

Submit resume and covering letter to:

David Leroux,
Human Resources Manager
Email: dleroux@syilx.org or
Fax: 250-707-0166

Qualified Applicants will be processed immediately for on-call employment

DEADLINE:
December 2 , 2020

Thank you for your interest,
No Phone Calls Please

