

# EMPLOYMENT OPPORTUNITY

## COMMUNICATIONS AND EVENTS ASSISTANT PERMANENT FULLTIME

### ABOUT THE OPPORTUNITY

In this term position as Communications and Events Assistant you will support a broad range of communication services including events, social media and communication projects. This position reports to the Communications Lead.

We are seeking someone with creativity, organizational skills and a willingness to learn. This position is fast paced and requires the candidate to work as part of team.

### DUTIES MAY INCLUDE:

- Provide updates to the ONA website and Social Media Channels
- Develop Social Media content based on social media plans
- Assist the Events Planner in coordinating logistics, promotion and registration for events.
- Support the development of communication materials including posters, internal newsletters and resource materials
- Assist with Communication Projects
- Complete book and promotional orders
- Provide administrative support for the Communications Lead

### QUALIFICATIONS:

- Must have public relations skills.
- Must understand and be willing to learn cultural protocols.
- Working knowledge of Computer and software including MS Office
- Proficient with social media sites; Twitter, Facebook, Instagram
- Working knowledge of WordPress
- Knowledge of professional office practice and conduct.
- Excellent inter-personal skills and detail-orientated
- Good clerical, organizational and time management skills.
- Demonstrate excellent oral and written communication skills.
- Ability to work under own initiative with little supervision and have strong team work ethic.
- Experience in working with First Nation Band or other First Nation organization issues and concerns.
- A valid Class 5 BC Driver's License.

### TERM:

- This position is classified by ONA as Grade 4, with a wage range of \$18.59 - \$25.16 per hour.
- 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

### COMPETITION OPEN UNTIL FILLED

Thank you for your interest,  
No Phone Calls Please

