



3330 Comox Road, Courtenay BC V9N 3P8 Tel: (250) 339-4545 Fax: (250) 339-7053

EMPLOYMENT OPPORTUNITY: Communications Coordinator

Deadline: Until Filled

Status of Employment: Full-time position
Reports to: Deputy Chief Administrative Officer

Under the direction of the Deputy Chief Administrative Officer, the Communications Coordinator helps operate both internal staff and external community outreach communications.

Key Responsibilities include:

- Responsible for the development and implementation of an annual work plan
- Responsible for coordinating **internal K'ómoks communications** and liaison activities such as:
 - Writing/editing various communication documents for K'ómoks First Nation
 - Coordinating and researching communications material for internal and external audiences
 - Assisting in the preparation of communications materials, such as fact sheets, newsletters, brochures, handouts, business cards, reports, and others
 - Coordinating and facilitating K'ómoks events and community meetings from a communications perspective
 - Responding to community issues and concerns as related to organizational communications activities
 - Supporting the administration office with various brand and marketing needs as necessary
 - Assisting in the preparation of audiovisual materials (i.e. PowerPoint, video, etc.)
 - Providing formatting and writing support to other departments and leadership as necessary
- Responsible for coordinating **external K'ómoks communications** and liaison activities:
 - Supporting the Director of Intergovernmental Relations in establishing and developing relationships with other levels of government.
 - Planning, organizing, and implementing various K'ómoks communications initiatives
 - Gathering, researching and editing communications materials for external audiences
 - Preparing reports, briefs, biographies, speeches, presentations, and press releases as required
 - Liaising with community members, public, and media to address incoming inquiries
- Responsible for the management of **social media platforms, websites, communication programs**, and the creation of visual information posters and the updating of relevant information on all platforms including:
 - Aiding in the onboarding of the K'ómoks First Nation communication app in tandem with the treaty team.
 - Using the Mailchimp mail out service for weekly mailouts and emergency communications to the community and staff.
 - Using Canva digital design software to create posters for community events, expression of interests, and other department communications.
 - Managing and posting to all social media accounts including Facebook, Instagram, etc.
 - Managing the KFN website and making sure information is updated and improved.
 - Developing the Spectrio digital signage system.
- Sitting on the Emergency Management Committee.
- Other related duties as may be required from time to time.

K'ómoks Shared Responsibilities: the success of the Nation requires cooperation and collaboration of staff across departments to carry out or to participate in common tasks and activities.

Qualifications

- **Education/Training:**
 - Degree, diploma or certificate in a Communications related field or an equivalent combination of education and experience
- **Experience:**
 - 2 years' experience in a communications role, preferably in a First Nations environment
 - Preparing communication materials for diverse audiences
 - Knowledge of government or public sector communication protocols
 - 2+ years' experience with media relations strategies and techniques
 - 1+ year experience with community planning processes
 - Advanced verbal and written communication skills
 - Advanced computer skills in MS Office (PowerPoint, Excel, Outlook) graphic design, and social media platforms, videography, etc.
 - Experience with developing and maintaining effective websites
- **Job Competencies:**
 - High level of interpersonal awareness and emotional intelligence including excellent interpersonal skills (i.e. self-awareness) and the ability to collaborate effectively and establish working relationships with staff, Council, and a variety of governments, groups, and other stakeholders
 - Show initiative and the ability to lead projects and campaigns
 - Intermediate project management skills
 - Comfort working with diverse groups of people to effectively capture communication needs
 - Ability to manage time effectively
 - Ability to be flexible and navigate ambiguous environments
 - Ability to be resourceful and demonstrate good judgment
 - Community centric

Depending on the candidate pool, this position could be a mentored role, as long as the successful candidate meets the core competencies of: advanced verbal and written communication skills; solid computer skills (MS Office, Adobe, Wordpress, Social); strong interpersonal awareness, flexibility, initiative and the ability to navigate ambiguous environments – and of course – a passion for communications! Mentorship will provide a strong candidate in-role development to meet all role requirements. This means that a more senior communications professional would provide regular direction on work tasks, on-the-job skills development, and recommend targeted training opportunities, to enhance overall professional capacity and career advancement.

Application deadline: Until Filled:

Internal Posting for KFN Staff and Membership until Friday April 21st, 2023.

Three (3) work related references from direct and current supervisors is required.

Salary is dependent on education and experience with a **starting range of \$25-\$35/hour**. Interested applicants are encouraged to submit their resume and cover letter via email, regular mail, or hand delivery to:

Jordan Templeman, Acting Deputy Chief Administrative Officer
3330 Comox Rd, Courtenay, BC V9M 3R5
E-mail: jordan.templeman@komoks.ca

We thank all interested applicants however only those selected for an interview will be contacted.

