



# Citxw Nlaka'pamux Assembly

## JOB POSTING

### *Communications Coordinator*

<b>JOB TITLE:</b>	Communications Coordinator
<b>REPORTS TO:</b>	Communications Lead
<b>TERM:</b>	Full-time, Permanent
<b>COMPENSATION:</b>	\$50,000 to \$55,000
<b>START DATE:</b>	As soon as a suitable candidate is found
<b>CLOSING DATE:</b>	October 31st, 2024

#### **Position Purpose**

Citxw Nlaka'pamux Assembly (CNA) was created in 2013 as a powerful and unifying voice for Eight Nlaka'pamux Bands regarding the Teck Highland Valley Copper Mine. It is governed by a Board of Directors appointed by the eight Participating Bands. Headquartered in Merritt, BC, with a workforce of over 40, CNA provides training and job readiness along with cultural, social, and technical programming to the over 2935 members of the eight Participating Bands.

The Communications Coordinator will support the department's by creating and managing content and enhancing internal communication processes. This role will work closely with other departments, organizations, community members, Knowledge Keepers, and Elders alike to showcase the work CNA is doing and highlight nłe?kėpmx culture and language. The ideal candidate will have strong communication skills, organizational ability, cultural sensitivity, technical proficiency in the Adobe suite, cameras, and social media content creation.

#### **Primary Duties**

- Support the in-office communications, including the coordination of general and department-specific regular and special community engagement sessions, events, and communications media within budgets, protocols, policies, and standards,
- Developing marketing and communications materials, both digitally and printed, with a focus on audio and video production
- Coordinating and executing multimedia projects including photography, videography, podcasting, and sound editing,
- Prioritizing and managing multiple projects simultaneously, meeting deadlines and maintaining efficiency,
- Creating engaging multimedia content for various online platforms such as YouTube, TikTok, and others,

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## Primary Duties Continued

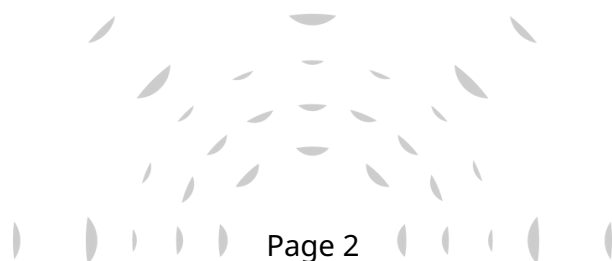
- Support the Communications and Engagement team in the development and implementation of strategic communication and proactive community engagement initiatives,
- Producing, updating, and supporting the distribution of promotional material and reports,
- Updating and maintaining the company website and social media platforms.
- Sending communications to members on an as-needed basis, while adhering to their communication preferences,
- Ensuring the nłę?kepmxcín, culture, and history are reflected in all aspects and functions of media material, where applicable,
- Ensuring all media reflects creative and innovative marketing strategies,
- Reaching new audiences and increasing member engagement results,
- Developing and monitoring monthly communications data/metrics and developing agile responses to new opportunities or challenges,
- Performing other ad hoc duties as directed by the Communications Lead.

## Knowledge, Skills and Abilities

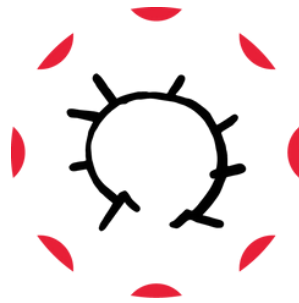
- Willingness to learn nłę?kepmx cultural values and protocols while recognizing and respecting cultural diversity,
- Proficient in Microsoft Office. Ability to navigate virtual meeting software with ease,
- Expert-level written and verbal communication skills, and
- Administrative and organizational skills.

## Experience and Requirements

- 1-2 years minimum experience in media creation/communications is preferred,
- Experience in video production is an asset,
- Strong communication and interpersonal skills,
- Experience working with diverse teams,
- Willingness to travel for work with a valid BC driver's license and access to a reliable vehicle,
- Flexibility as required for events outside the standard schedule: Monday through Friday, 8:30 am-4:30 pm, with a 1-hour lunch,
- A mandatory background check and
- The drive to learn and excel in the position.



**We will provide training and professional development to support the right candidate. We believe in growth and curiosity. If you have some of these qualities and believe you would be of value to our organization, then we want to hear from you!**



**Please submit your cover letter and resume to:**

Citxw Nlaka'pamux Assembly

Email: [HR@cna-trust.ca](mailto:HR@cna-trust.ca)

Subject Line: Application - Comms Coordinator

In Person: 2025 Granite Ave, Merritt BC

The Citxw Nlaka'pamux Assembly is an equal-opportunity employer. We encourage applicants from diverse backgrounds and are committed to building a respectful and inclusive workplace that reflects the community we serve. This position is open to all candidates who meet the qualifications. A hiring preference will apply for qualified candidates of Canadian Indigenous ancestry, with a priority for qualified nłe?kepmx candidates.

We thank all applicants for their interest; however, only applicants selected for an interview will be contacted. Your application to this posting is deemed to be your consent to the collection, use and necessary disclosure of personal information for the purposes of recruitment. Citxw Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.