



Citxw Nlaka'pamux Assembly

JOB POSTING

Communications Assistant

JOB TITLE:	Communications Assistant
DEPARTMENT:	Communications
REPORTS TO:	Communications and Engagement Manager
TERM:	Full-time, permanent position
START DATE:	As soon as a suitable candidate is found

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 30, CNA provides training and job readiness along with cultural, social, and technical programming to the over 2780 members of the eight Participating Bands.

Primary Duties

- Supports the coordination of general and department-specific regular and special community engagement sessions, events and communications media within budgets, protocols, policies, and standards as being adhered to,
- Supports the communications department in the development and implementation of strategic communication and proactive community engagement initiatives,
- Produces, updates, and coordinates the distribution, uploading and sharing of a quarterly newsletter and the annual report,
- Updates and maintains company website and social media platforms,
- Maintains a network of media contacts,
- Maintains database of member contact information and communication/department preferences,
- Responsible for sending communications to members on an as-needed basis, while adhering to their communication preferences,
- Ensures the nłeʔkepmxcín, culture and history are reflected in aspects and functions of media material, where applicable,
- Maintains confidentiality on all matters relating to the affairs of the CNA,
- Ensure all media reflects creative and innovative marketing strategies,
- Reach new audiences and increase member engagement results,
- Develop and monitor monthly communications data/metrics and develop agile responses to new opportunities or challenges, and
- Other ad hoc duties as directed by the Communications and Engagement Manager.

Knowledge, Skills and Abilities

- Ability to handle confidential information with professionalism and discretion,
- Be adaptable to various competing demands and demonstrate the highest level of competency and confidentiality,
- Proficient in Microsoft Office.
- Ability to navigate with ease, all virtual meeting software,
- Ability to make decisions with precision and integrity using effective communication skills and with the intention of building and maintaining trusting relationships, and change management,
- Exceptional written and verbal communication skills with experience in minute-taking,
- Must be organized and possess administrative skills,
- Knowledge of nłe?kepmx cultural values, and willingness to learn nłe?kepmx protocols, beginner nłe?kepmxcín, and
- Recognizes and respects cultural diversity.

Experience and Requirements

- Related experience in communications and/ or marketing is an asset,
- A valid BC Class 5 Drivers License, with access to personal vehicle,
- May require a Criminal 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:

Citwx Nlaka'pamux Assembly

Email: HR@cna-trust.ca

In Person: 2025 Granite Ave, Merritt BC

The Citwx 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. Citwx Nlaka'pamux Assembly respects the privacy of all applicants and the confidentiality of personal information.