



*Citxw Nlaka'pamux Assembly*

# **JOB POSTING**

## **Communications Assistant**

**JOB TITLE:**      **Communications Assistant**

REPORTS TO:      Community Engagement & Communication Lead

TERMS:            Full time permanent position

START DATE:      As soon as suitable candidate is found

### **Position Purpose**

The Communication Assistant supports the communication department in the development of all media. Supports planning, organizing, and coordinating of community engagement events, ensure public relations are reflective of the Citxw Nlaka'pamux Assembly's goals and objectives. Managing social media and web-based company sites on behalf of the CNA.

### **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.
- Researches writes and edit of press materials including press releases, fact sheets, pitch letters, Q&As, media alerts, annual reports, brochures and other communique.
- 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 Nlaka'pamux language, 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.
- Seek opportunities to enhance the reputation of the CNA brand, and coordinate events as required.

## **Primary Duties Con't**

- Develop and implement communications-related systems and frameworks in support of CNA's strategic plan.
- Attends events and meetings while being responsible for preparing briefing notes, memos, report summaries, as required.
- Other duties, as required.

## **Qualifications**

- Minimum of one year of directly related experience or an equivalent combination of education and experience.
- Must possess at least a 7N Drivers License.

## **Skills and Abilities**

- Experience designing and delivering communication strategies.
- Demonstrated experience planning, organizing, and coordinating events.
- Proficient in website design and publishing software.
- Proficient in social media platforms.
- Bring exceptional communication, influencing and relationship building skills, to foster collaboration across all Participating Bands and drive the need for engagement growth.
- Excellent oral and written communication.
- Ability to balance and blend various departmental needs into effective communication strategies.
- Ability to research and collect data and to prepare reports and related documentation.
- Advanced computer skills in word processing, website management and spreadsheet applications.
- Understanding of photography and use of a/v equipment.
- Demonstrated ability to coordinate and manage concurrent activities while keeping all stakeholders informed.

## **Hours of Work**

Regular office hours, 7 hours per day, Monday through Friday between 8:30am and 4:30pm. As well as attend any engagement sessions or community events hosted outside regular work hours.

Thank you to all applicants for their interest, however, only those selected for an interview will be contacted.

Deadline for posting is August 13, 2021 by 4:30pm, for all internal expressions of interests.

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

Citxw Nlaka'pamux Assembly

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

In Person: 2187-A Coutlee Ave, Merritt BC

Fax: 250-378-2910

We wish to thank all applicants for their interest and effort in applying for the position; however, only candidates selected for interviews 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.

