

# Employment Opportunity



## Skowkale First Nation

**Position Title:** *Communications Coordinator*  
**Position Location:** *Chilliwack, BC*  
**Salary Range:** *\$30.48 - \$34.31 based on education & experience*  
**Work Term:** *Full Time 35 hours per week*

**Position Overview:** The communications Coordinator will play a crucial role in implementing Skowkale First Nation's communication strategy. The successful candidate will be responsible for managing social media content, maintaining the website, creating newsletters, producing the annual general report, reporting on Chief and Council meetings and decisions, sharing stories in the newsletter and ensuring consistent branding across all platforms.

### Responsibilities and Duties:

- Develop and execute a comprehensive communications plan which aligned with our communications strategy, to engage both internal and external stakeholders effectively.
- Collaborate to develop a centralized, coordinated, and proactive editorial plan across all internal and external platforms.
- Oversee the design and maintenance of the organization's website, ensuring alignment with community values and priorities.
- Create public relations and marketing materials including press releases, social media posts, and newsletters.
- Collaborate with internal teams to gather information and narratives that resonate with community values and objectives.
- Create and manage compelling content for Skowkale First Nation's social media platforms.
- Monitor social media coverage and share relevant information with the team.
- Maintain consistent and compelling brand identity across all communication channels.
- Produce regular community newsletters featuring relevant updates, stories, and community highlights, such as updates on Chief and Council meetings, decisions, and community developments as well as organizational information, updates, and success stories to keep members informed.
- Prepare the annual general report showcasing Skowkale First Nation's achievements and progress.
- Manage administrative tasks such as filing, photocopying, scheduling meetings, booking rooms, organizing catering, recording minutes, and taking attendance.
- Coordinate communication videos and their content.
- Assist in survey creation and distribution.
- Support event planning by preparing speaking notes, materials, and booth setup as required.

### Knowledge, Skills, and Abilities:

- Experience and knowledge of First Nation culture and working with First Nations and citizens.
- Solid business writing skills with the ability to convey complex ideas clearly and concisely in professional contexts.
- Encompasses the art of storytelling: conveying cultural narratives, traditions, and perspectives with authenticity, respect, and a deep connection to Indigenous heritage and oral traditions.
- Exceptional verbal and written communication skills to effectively convey the community's narrative and values.
- Ability to work collaboratively with internal teams and community members to gather diverse perspectives and insights.
- Highly developed interpersonal skills which encompasses a high degree of empathy, collaboration, adaptability, emotional intelligence, assertiveness, networking, and professionalism
- Excellent organizational and project management skills, with the ability to manage multiple tasks and deadlines effectively.
- Proficiency in graphic design tools, software and multimedia content creation is a plus.
- Ability to handle highly confidential and sensitive issues with skill, tact and diplomacy.
- Strong editing skills with attention to detail.

### Training, Education, Certification & Experience

- Bachelor's degree in communications, Public Relations, Marketing, or a related field.
- Two to five years relevant work experience.
- Proven experience in social media management, content creation, and website maintenance.
- Proof of vaccination.
- Valid B.C. Class 5 Driver's license

***Working Conditions:***

- Shared office space.
  - Engaging with members
  - Interacting with outside contractors, and the general public
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While we sincerely appreciate all applications, only those candidates selected for an interview will be contacted. Preference may be given to candidates of Indigenous ancestry **s16(1) CHRA**, and have knowledge of local First Nations traditional customs and practices.

**HOW TO APPLY**

Applicants should send a resume and cover letter outlining how they meet the specific requirements of the position to [careers@jouta.com](mailto:careers@jouta.com). Position open until filled.