

# EMPLOYMENT OPPORTUNITY

## COMMUNICATIONS COORDINATOR PERMANENT FULL-TIME

### ABOUT THE OPPORTUNITY

This position focuses on delivering high-quality communications. Including implementation of communication plans, social media, campaigns, event planning, and special projects. It ensures brand adherence while supporting the design, production, and distribution of ONA content in digital and print formats, including publications and social media.

### DUTIES MAY INCLUDE:

- Identifies and coordinates opportunities between departments to cross-promote initiatives and programs effectively.
- Creates dynamic content using current trends & practices.
- Planning and implementation of various events and ceremonies.
- Generates campaigns, public relations, social media plans and marketing activities designed to raise the profile of the ONA.
- Prepares communication analysis reports from a variety of sources to determine the effectiveness of communication plans.
- Performs other duties as required.

### QUALIFICATIONS:

- A Business, Communications or Journalism diploma is preferred with 3 year's relevant experience.
- Strong organizational skills with the ability to independently research, prioritize and assemble details for all aspects of a project or initiative.
- Excellent communication skills, writing, editing, designing, and proofreading skills, with exemplary attention to detail.
- Ability to build relationships and facilitate integration of communication.
- Demonstrated ability to work well under pressure, to complete detailed work and to meet tight deadlines.
- Experience with managing social media accounts, Adobe Creative Cloud, WordPress, & Google Analytics.
- Knowledge of and experience in working with First Nations organizations and/or communities.
- Valid Class 5 Drivers License.

### TERM:

- The work term will be full-time at 40 hours a week
- Willingness to work some evenings and weekends as required
- Wage range \$25.95-\$32.82 per hour
  - Dependent on relevant education and experience.



### ABOUT US

The Okanagan Nation Alliance (ONA) is the tribal council for the Syilx Okanagan Nation. The ONA's mandate is to advance, assert, support and preserve Syilx Okanagan Nation Title and Rights. Further the ONA is charged with providing members with a forum to discuss positions of common concern.

### TO APPLY:

Submit resume and covering letter to:  
David Leroux,  
Human Resources Manager  
Email: [dlaroux@syilx.org](mailto:dlaroux@syilx.org) or  
Fax: 250-707-0166

Qualified Applicants will be processed immediately for on-call employment

### COMPETITION OPEN UNTIL FILLED

Thank you for your interest,  
No Phone Calls Please

