

EMPLOYMENT OPPORTUNITY

COMMUNICATIONS AND EVENTS ASSISTANT PERMANENT FULLTIME



ABOUT THE OPPORTUNITY

As a Communications and Events Assistant, you'll support various communication services, including events and social media. The role requires innovation, creativity, and organizational skills to enhance communications and events through administrative support. This role is fast-paced and requires the ability to work within a team and independently, utilizing resources available.

DUTIES MAY INCLUDE:

- Provide updates to the ONA website and Social Media Channels
- Develop Social Media content based on social media plans
- Assist the Events Planner in coordinating logistics, promotion and registration for events.
- Support the development of communication materials including posters, internal newsletters and resource materials
- Assist with Communication projects
- Provide administrative support for the Communications Lead

QUALIFICATIONS:

- Business Administration Diploma or related studies and (1) one-year related experience
- Working knowledge of computer software including MS Office
- Proficient with social media sites; Twitter, Facebook, Instagram
- Working knowledge of WordPress
- Excellent inter-personal skills and detail-orientated
- Good clerical, organizational and time management skills.
- Demonstrate excellent oral and written communication skills.
- Ability to work under own initiative with little supervision and have strong team work ethic.
- Experience in working with First Nation Band or other First Nation organization issues and concerns.
- A valid Class 5 BC Driver's License.
- Preference will be given to qualified applicants of Syilx ancestry
- Must understand or be willing to learn Syilx cultural protocols
- Maintains a high level of confidentiality and uses discretion on all matters relating to ONA affairs

TERM:

- The work term will be full-time at 40 hours per week
- Willingness to work some evenings and weekends as required
- Wage range \$21.70-\$29.36 per hour, depending 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: dleroux@syilx.org or
Fax: 250-707-0166

Qualified Applicants will be processed immediately

**COMPETITION OPEN
UNTIL FILLED**

Thank you for your interest,
No Phone Calls Please

