



Employment Opportunity

COMMUNICATIONS COORDINATOR

Reference No. QSL-ADM-COMCO-0219

Purpose: Reporting to the Quw'utsun Syuw'entst Lelum Director, the successful candidate will coordinate events with department stakeholders, prepare and/ or edit department communications. This is a full-time, 6-month term position.

Responsibilities:

- Debrief with Director regarding outcome of sessions
- Develop publications and documents as needed i.e. posters and newsletter inserts
- Coordinate event details, such as agenda, participants, location, and other relevant details
- Coordinate and facilitate educational community meetings and events
- Coordinate communications with a variety of stakeholders such as the local school district, band-owned schools, and others
- Prepare and organize department programs' monthly submission for the Cowichan Tribes Newsletter
- Prepare a variety of documents such as correspondence, reports, briefing notes, and memorandums
- Research and prepare funding proposals and reports to support department initiatives in collaboration with individual programs
- Research and develop local policies governing the delivery of department programs and services in collaboration with the Director and individual programs
- Participate in a variety of internal and external committees and working groups as directed by the Director
- Other related duties

Required Education and Experience: (*please attach all corresponding documents*)

- Bachelor's Degree in a related field such as Business Administration or Education
- 2 years' experience as a Communications Coordinator or a public affairs related position
- BC Drivers' License and reliable vehicle

Required Skills, Knowledge and Abilities:

- Extensive knowledge of Quw'utsun Syuw'entst Lelum programs and services
- Extensive knowledge of Quw'utsun Syuw'entst Lelum's relationship with ISC and other external partners
- Demonstrated knowledge of budget processes, funding sources, experience writing successful proposal applications and reports
- Demonstrated ability to organize, take initiative, and strong attention to detail
- Demonstrated ability to operate a PC and related software programs including MS Office Suite programs, Publisher, and HTML
- Well-developed written, oral, and interpersonal communication skills
- Well-developed time management with the ability to multitask different tasks simultaneously
- Knowledge of Cowichan culture, customs, and traditions

Interested applicants are invited to submit a current resume and a detailed cover letter clearly stating how you meet the qualifications listed in the job posting. Please reply to the undersigned, quoting the reference number and position title.

Attention: Reference No. QSL-ADM-COMCO-0119

Human Resources Department, Cowichan Tribes
5760 Allenby Rd. Duncan, BC V9L 5J1

Email: resume@cowichantribes.com

Website: <http://www.cowichantribes.com/employment>

Deadline: 4:00 p.m. Thursday, March 2, 2019