Employment Opportunity

COMMUNICATIONS COORDINATOR

Reference No. QSL-ADM-COMCO-0519 (REPOST)

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-0519
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, June 6, 2019**

Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.
We thank all applicants in advance but only those selected will be contacted