Employment Opportunity

COMMUNICATIONS COORDINATOR

Reference No. LSG-SALSEA-CC-1023

PURPOSE: Reporting to the Marine Projects Supervisor, the Communications Coordinator will be responsible for coordinating S-hwuhwa'us Thi'lut Kw'atl'kwa program and the Lulumexun Lands & Self-Governance department communications. Responsibilities will include community, intra-organizational, inter-organizational and government communications. This position will use a variety of communication methods and will be responsible for the maintenance of web-based programs for Lulumexun Lands & Self-Governance communications. This is a full time permanent position, which works primarily in the office and will require moderate local travel.

COMPENSATION AND BENEFITS: Cowichan Tribes offers an excellent benefit and pension plan available after successful completion of the probationary period. The position includes paid professional development, paid vacation and paid sick leave. Depending on experience, the position starts at $32.13 – $34.08 per hour ($58,476.60 – $62,031.06 annually).

RESPONSIBILITIES:

- Develop print and web based communications for community and outside organizations. Print and web based communications will include but are not limited to presentations, meeting correspondence, administrative paperwork, social media updates and newsletter releases
- Present all S-hwuhwa'us Thi'lut Kw'atl'kwa program and Lulumexun Lands & Self-Governance related communications to community, the Lulumexun Lands & Self-Governance department, related committee groups and Chief & Council
- Continue to develop a communication network and protocol with other organizations including but not limited to First Nations and environmental non-governmental organizations
- Utilize mapping software to develop research and community outreach tools such as applications, maps and surveys
- Participate in meetings and workshops related to the S-hwuhwa'us Thi'lut Kw'atl'kwa program and other related Lulumexun Lands & Self-Governance initiatives as required
- Attend, document and provide meeting minutes as required
- Ensure that assigned communication reports are being distributed and received by the appropriate organizations
- Provide assistance with document publication as required
- Organize and promote community events and meetings
- Maintain record keeping of daily activities, meetings and email communications, and generate monthly reports and work plans as directed
- Support the Salish Sea Watch Coordinator with developing the Marine Use Plan and protocols with other First Nations

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

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- Prepare other related documentation and reports for the Lulumexun Lands & Self-Governance department and Cowichan Tribes
- Attend, document and provide meeting minutes as required
- Other related duties as required

EDUCATION AND EXPERIENCE: ***(Please attach all required documents)***

- Post-secondary education in Communications, Journalism, Public Relations or a relevant field; equivalent work experience will be considered
- Minimum 3 years' experience in an coordinating role with a specialization in web-based communications preferred
- Demonstrated ability to establish and maintain positive working relationships with staff, community and stakeholders
- Experience using computer software for word processing, spread sheets, presentations, databases, desktop publishing
- Experience using digital communications/social media tools for public relations purposes
- Pleasure Craft Operator Card with vessel helm experience is considered an asset
- Valid Class 5 BC Driver's License and reliable vehicle required
- Experience working in a First Nations community is essential
- Criminal Record Check required
- Effective December 1, 2021: full vaccination against COVID-19 is required to be eligible for employment at Cowichan Tribes. ***All individuals must show Proof of Vaccination as a mandatory condition of their employment***

SKILLS, KNOWLEDGE, AND ABILITIES:

- Strong verbal, written, interpersonal and presentation skills
- Organized, detail oriented and self-motivated
- Competency in Microsoft Office applications including Word, Excel and Publisher
- Excellent organizational and project management skills with the ability to meet deadlines
- Working knowledge of GIS, mapping software & GPS, Trailmark ® and other software systems for data storage, organization and integration is considered an asset
- Knowledge and understanding of Cowichan Tribes culture, language and traditions or a willingness to learn is considered an asset
- Ability to travel and attend meetings as required

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HOW TO APPLY: Interested applicants are invited to submit a resume cover letter and three references. Applications must be sent to Human Resources by email before the deadline, with the Reference Number in the subject line of your email.

Reference No. LSG-SALSEA-CC-1023

Cowichan Tribes Human Resources Department

Email: **resume@cowichantribes.com**

Website: **http://www.cowichantribes.com/employment**

Deadline: 4:00 p.m. on Tuesday, November 7, 2023

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