



Tk'emlúps te Secwépemc

(Kamloops Indian Band)

JOB POSTING

Tk'emlúps te Secwépemc (TteS) is a fast-growing vibrant organization committed to the development and progress of its Band Members and Community. As such, the TteS invites applications from qualified, highly motivated and dynamic individuals to fill the following position.

POSITION TITLE:	Communication & Events Coordinator
DEPARTMENT:	Administration
SUPERVISOR:	Human Resources/Administration Manager
TERMS:	Full Time, Permanent
REFERENCE #:	2021 - 077

PURPOSE OF POSITION:

The Communications and Events Coordinator is responsible for planning, organizing and coordinating events, public relations and communication information on behalf of the TteS.

DUTIES AND RESPONSIBILITIES:

1. Plans, organizes and coordinates organizational communications and events within budgets, policies and standards for the TteS. (95%)
- Creates an annual events plan and assists in developing the communication strategy and budget.
 - Produces and updates a quarterly organization newsletter.
 - Updates and maintains internal website.
 - Attends and reports on various meetings as requested.
 - Ensures proper protocols, approvals and budgets are in place and adhered to.
 - Organizes special community events and assists in event coordination as deemed appropriate by C&C or the Executive.
 - Researches, writes and edits press materials including press releases, fact sheets, pitch letters, Q&A's, media alerts, annual reports and brochures.
 - Coordinates events and press tours with the media as requested.
 - With the Advisor - Acts as liaison between TteS and the Kamloopa PowWow Society.
 - Supervises summer staff.
 - Maintains a network of media contacts.
 - Ensures the native language, culture and history are reflected in aspects and functions of the department.
 - Performs all duties and responsibilities in accordance with the TteS policies, standards, and procedures.
 - Maintains confidentiality on all matters relating to the affairs of the TteS.

2. All Other related duties as required. (5%)

QUALIFICATIONS, KNOWLEDGE AND OTHER SKILLS:

- Professional Certification, Education and Experience
- Completion of a Certificate in Communications, Journalism, Public Relations, or Marketing and 1 year directly related experience or an equivalent combination of education and experience.
- Demonstrated experience planning, organizing and coordinating events.
- Must possess a valid Class 5 Drivers License.

Skills and Abilities

- Ability to plan, organize and coordinate work.
- Excellent oral and written communication.
- Strong teamwork and cooperation, service orientation skills.
- Ability to balance and blend various departmental needs into effective communication strategies.
- Ability to research and collect data and to prepare reports and related documentation.
- Advanced computer skills in word processing, website management and spreadsheet applications.
- Knowledge and understanding of monitoring services, and communication techniques.
- Basic understanding of photography and use of a/v equipment.
- Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed.
- Ability to work in a cross-cultural environment.

HOURS OF WORK: Normal Day shifts – 7 hours. Non-normal shifts maybe required.

PAY GRADE: As per current TteS wage grid.

Tk'emlúps te Secwépemc thanks all applicants for their interest, however, only those selected for an interview will be contacted.

In accordance with Section 16(1) of the *Canadian Human Rights Act* and pursuant to Section 42 of the BC Human Rights code, it is TteS Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.

Deadline for the Job posting is July 8, 2021 by 2:00pm

**Submit Job Application Form, cover letter, resume, and references
online: <https://tkemlups.ca/employment>, by fax: 250.828.9847,
or in person, at our Human Resources office #200 – 330 Chief Alex Thomas Way.
Office Hours are Monday to Friday 8:00 a.m. to 4:00 p.m. &
closed for lunch from 12:00pm to 1:00pm**

We require each applicant to fill out
an online application form which can be found at: <https://tkemlups.ca/employment/>

Any late submissions or submissions without the job application form will not be considered.