



# Job Posting

## Saik'uz First Nation Communications Officer

Saik'uz First Nation is seeking a confident and energetic full time Communications Officer. The communications officer is responsible for maintaining the Saik'uz First Nation website, various social media platforms, producing public relations and promotional materials and coordinating special events. Other responsibilities include development of marketing/advertising plans and effectively communicating community events to Saik'uz First Nation members. This position will require working outside of regular working hours.

### **Minimum Qualifications:**

- Be responsible for developing, implementing and evaluating communication strategies for programs designed to inform members, various levels of government and the general public about Saik'uz First Nation.
- Advise Saik'uz First Nation Chief & Council and Management on communication matters when required.
- Proficiency with computer operating systems (Windows, Microsoft Office, Excel, Word)
- Must be able to work as a team member
- Must be a self-starter and self-motivator with excellent communication and organizational skills.

### **Position Requirements:**

- Preference given to a Saik'uz Band Member
- Post-secondary education in the areas of Public Relations, Media Relations, Marketing or Communications or relevant work experience.
- A demonstrated commitment to quality service to Saik'uz First Nation Membership and Chief & Council
- Experience in comprehensive project management and/or event planning.
- Facilitation skills and public speaking an asset.
- Excellent time management, organizational, marketing and communication skills.
- Valid Driver's License

Please submit a resume and cover letter to Tracy Appel, General Manager at [general.manager@saikuz.com](mailto:general.manager@saikuz.com) no later than May 31, 2019.

***We thank everyone for their interest; however only those selected for an interview will be contacted.***