



# Songhees Nation Job Posting

<b>JOB TITLE:</b>	Communications Coordinator		
<b>Reports to:</b>	Executive Director	<b>Salary Scale:</b>	TBD – based on experience
<b>Department:</b>	Governance and Administration	<b>Deadline:</b>	January 26, 2022

## **POSITION SUMMARY:**

Under the direction of Executive Director, the Communications Coordinator is primarily responsible for creating and disseminating internal and external communications materials, and media relations. The Communications Coordinator will develop a communications plan and oversee the daily administration of the plan. This position is also responsible for assisting all Directors and Managers in drafting and editing presentations, speaking notes, and scripts, and submitting proposals and reports, and will oversee the development, management, and maintenance of all online communication vehicles for Songhees Nation, including but not limited to Songhees Nation’s website, email and other paper templates, and social media accounts.

## **KEY DUTIES:**

- Create and disseminate internal and external communications materials.
- Build and maintain a working relationship with local media including television, radio, and print outlets including maintaining an up-to-date contact list, arranging media opportunities, and sending out releases and statements.
- Develop a communications plan and oversee daily administration of the plan
- Assist all Directors and Managers with drafting, editing presentations, speaking notes and scripts.
- Oversee the development, management, and maintenance of all online communication vehicles, including but not limited to: The Songhees Nation website; Email templates; Social media accounts (including Facebook, Twitter, blogs, etc.).
- Build communications templates for various types of communication mediums including email, letters, phone messages, paper documents etc.
- Provide editing services to ensure that all communications are appropriately worded (both in grammar and in content).
- Analyze potential new products/media to enhance the communications work of Songhees Nation.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- Exceptional command of the English language, including business grammar, punctuation, and spelling
- Ability to draft press releases, statements, social media content, speaking notes, and video scripts.
- Ability to respond quickly to media developments and requests for media appearances.
- Ability to create graphic designs, logos, and letterheads, etc.
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines.
- Excellent written and verbal communication skills, including editing and proofreading.
- Culturally and politically sensitive/aware
- Computer and smart phone literate, including effective working skills of MS Office Suite, PowerPoint or Google Slides, Publisher, Photoshop, and/or Canva Pro, and Adobe Products.

## **ADDITIONAL SKILLS AND DESIRED ABILITIES:**

- Video shooting and editing including captioning, posting to social media, and cataloguing.
- Knowledge of ləkʷəŋən in written form.



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- Some knowledge of event planning and community resources.

### **REQUIRED EDUCATION AND EXPERIENCE:**

- Minimum 2 years of direct work experience in a communications role
- Postsecondary degree or diploma in communications, marketing, public relations, or a related field.

### **WORK CONDITIONS:**

- Manual dexterity required to use desktop computer and peripherals
- Ability to attend and conduct presentations
- Sitting for extended periods of time
- Ability to work under tight deadlines and under pressure

**Please send resumes to: Felicity Peters, Human Resource Manager  
Songhees Nation Phone 250-386-1043 ext.114 Email: [Felicity.peters@songheesnation.com](mailto:Felicity.peters@songheesnation.com)**