



JOB DESCRIPTION – Communications Specialist

The Organization:

Reporting to and under the direction of the Executive Director of Administration, for the Little Shuswap Lake Band, the Communications Specialist will be responsible for internal and external communications. We are looking for an enthusiastic and positive person who will ensure messages are communicated to employees and band members in a clear, timely and effective manner, using a high impact writing style and format.

If you have excellent interpersonal and communication skills with a meticulous attention to detail and adapt in a fast-paced environment, we want to hear from you!

The Opportunity: A Day in the life of the Communications Specialist

As the Communications specialist, you will be an ambassador for the band, ensuring all communications are consistent across all mediums and for different departments. You will:

- Enhance internal communications
- Manage the band's website.
- Ensure communication strategy is consistent and reflects the band's strategic vision.
- Suggest what information should be presented to employees and band members.
- Ensure consistent framing of messages.
- Draft content and manage external communications (e.g. press releases, newsletter) for mass media or the band website.
- Draft and coordinate the content of the annual report of the band.
- Review and edit communications drafted by internal stakeholders and make recommendations to ensure messaging is consistent with internal strategy and tone.
- Collaborate and support the work of various internal working groups.
- Perform any other duties within the corporate communications function as required

Requirements: What you bring to the organization:

- Post-secondary degree in Communications, Journalism or related field.
- Experience with website management
- Ability to create content and draft key messages.
- Outstanding listening and communications skills, both written and oral.
- Confident at influencing at all levels of the band and be more than approachable with your superior interpersonal skills.
- Adaptable, proactive, deadline-driven, results-oriented, highly organized and detail-oriented.
- Computer skills, including the ability to work with Microsoft publisher.



Our “Must Haves” that make you great:

- Strong communication skills.
- Honest, trustworthy, respectful.
- Attention to detail and high level of accuracy.
- Analytical and problem-solving skills.
- Decision making skills
- Passionate, energetic, and love a fast-paced, highly collaborative environment.
- Ability to multitask and prioritize work.

What we will provide:

- Full Time – permanent Role
- Growth opportunities
- Competitive compensation package

Please send resumes and cover letter to Human Resources: gbowering@lslib.com
Position will be open until filled.

NOTE: Only those applicants under consideration will be contacted. Please accept our utmost appreciation for your interest. We are an Equal Employment Opportunity employer. Employment decisions are based on merit and business needs, and not on race, color, creed, age, sex, gender, sexual orientation, national origin, religion, marital status, medical condition, physical or mental disability, military service, pregnancy, childbirth and related medical conditions or any other classification protected by federal, provincial and local laws and ordinances. Reasonable accommodation is available for qualified individuals with disabilities, upon request. This Equal Employment Opportunity policy applies to all practices relating to recruitment and hiring, compensation, benefits, discipline, transfer, termination and all other terms and conditions of employment. While management is primarily responsible for seeing that equal employment opportunity policies are implemented, you share in the responsibility for assuring that, by your personal actions, the policies are effective.