



Stó:lō Xwexwilmexw Treaty Association

Building #10-7201 Vedder Road, Chilliwack, BC V2R 4G5

Ph. 604-824-2420, Fax. 604-824-0278

March 4, 2019

MULTI-MEDIA COMMUNICATIONS COORDINATOR (EXTERNAL)

Stó:lō Xwexwilmexw Treaty Association requires the services of a qualified Multi-Media Communications Coordinator to fill a current vacancy. *Pursuant to section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal ancestry.* Please self-identify on your cover letter or resume.

The Stó:lō Xwexwilmexw Treaty Association Multi-Media Communications Coordinator works as part of the SXTA Communications and Outreach Team, under the direction of the Team GM, to develop digital materials and social media campaigns using timelines and scheduling tools to create a consistent stream of content for audiences. This role includes attending and reporting on community events, interviewing or otherwise collecting stories about community members; keeping abreast of news of interest to the communities; creating dynamic written, photographic, graphic, aural and video content; using this content and more to keep social media accounts updated; and seeking out new ways of connecting with audiences.

This position reports to Communications and Outreach General Manager. The successful candidate will work out of the Central (Chilliwack) office.

QUALIFICATIONS/REQUIREMENTS:

- Must have a Bachelor of Arts in Media Arts, Journalism, Communications, Marketing or other related field or 4-5 years' work experience in a management/coordination position.
- Must have proven photographic, video and audio recording and editing skills.
- Must have proven computer skills using Facebook, Twitter, Instagram, MS Word, Outlook, MS Excel, as well as uploading and downloading images/video and manipulating them for posting on-line are required. Experience with WordPress, Hootsuite and other multi-media programs is an asset.
- Must have a demonstrated ability to work independently, with minimum supervision in a team environment.
- Must have excellent verbal and written communication skills and proven ability to establish rapport with people of all education and occupational backgrounds required.
- Must have ability to maintain flexibility and adaptability in work schedule and altering content plans.
- Must have ability to maintain a health working relationship with staff, community members and representatives of other organizations.
- Must have ability to maintain the confidentiality of all records, materials and communications concerning clients, staff and Stó:lō Xwexwilmexw Treaty Association Nation.
- Knowledge of the BC Treaty Process and the Stó:lō Xwexwilmexw Treaty Association is an asset.
- Must be organized and have good coordination and monitoring skills.
- Must have the ability to work independently and with minimum supervision.
- **Successful candidates will be required to provide the following if screened in for an interview:**
 - Proof of education documentation
 - References: Three names and phone numbers of recent supervisors
 - Must possess and maintain a valid Class 5 BC Drivers' License
 - Must successfully pass the required pre-employment Ministry of Public Safety and Solicitor General Check.

SALARY RANGE:

Based on qualifications/experience.

TYPE OF POSITION:

Full-time with benefits, subject to 3-month probationary period and planned performance evaluations.

APPLICATIONS DEADLINE:

4:00 PM, Monday, March 18, 2019

Candidates will be screened according to the qualifications/requirements. **Interested candidates are required to submit a resume and covering letter.** Please include position title on subject line. Send to:

Stó:lō Service Agency Personnel Department
ATTN: Stó:lō Xwexwilmexw Treaty Association
Bldg. #5A, Floor #2 – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: jobs@stolonation.bc.ca
Fax: (604) 824-5342

For more information about this and other employment opportunities, visit www.sxta.bc.ca

We regret that we will only respond to those applicants chosen for an interview. We thank all applicants for their interest.