



Stó:lō Xwexwilmexw Treaty Association

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

Ph. 604-824-3281, Fax. 604-824-0278

January 6, 2020

MULTI-MEDIA COMMUNICATIONS COORDINATOR (EXTERNAL)

Stó:lō Xwexwilmexw Treaty Association requires the services of a qualified Multi-Media Communications Coordinator to fill a maternity leave. 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, 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 the Communications Strategist. The successful candidate will work out of the Central (Chilliwack) office.

QUALIFICATIONS/REQUIREMENTS:

- Must have or be working towards a Bachelor of Arts in Media Arts, Journalism, Communications, Marketing or other related field and/or 2-3 years' work experience in a 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 healthy 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:

Term position, Maternity Leave coverage.

APPLICATIONS DEADLINE:

4:00 PM, Monday, January 20, 2020

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 Xwexwilmexw Treaty Association Bldg. #5A,
Office 317, Third Floor – 7201 Vedder Road
Chilliwack, BC V2R 4G5
Email: outreach@sxta.bc.ca

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.