

**Employment Opportunity – FULL Time**

**JP-2020-020 Communication Assistant**

**The Position**

Under the direction of the Communications Manager, the Communication Assistant will help manage internal and external communications with staff, Nation members and the general public. The type of communications includes: creating posters, memos, news briefs, press releases, photographs, social media and web blog posts.

The hours of work is expected to be 35 hours. Some evening and weekend work is required.

### The Candidate:

* Interviewing staff and community members, writing stories, taking photographs, short videos, web maintenance, etc.;
* Contribute stories to the newspaper kwikwikwal;
* Create posters and contribute editorially to the weekly newsletter and email blast;
* Collaborate to draft content, foster relationships with local organizations and media professionals;
* Promote a positive public image and assist with the dissemination of information on-behalf of the shíshálh government;
* Must be enthusiastic, have a positive attitude and an outgoing nature.

**Qualifications, Skills and Abilities:**

* Very good writing, photography, interviewing skills.
* A minimum of 40 wpm keyboarding required and good working knowledge of: InDesign, Photoshop, Microsoft Word and Microsoft Office are required as well as Zoom, Teams and Office 365.
* Working with WordPress for a website, other social media content is an asset;
* Strong organizational skills.
* Attention to detail.

**A full job description is available upon request. If you are interested in the position, please send your resume and cover letter to the Human Resources Department, or contact Shree Comar at** [**scomar@shishalh.com**](mailto:scomar@shishalh.com)

Preference will be given to qualified shíshálh members, community members, and other First Nation’s members, Inuit and Métis. We sincerely thank all applicants for their interest in the position; however, only qualified applicants will be contacted for an interview.