

# METLAKATLA FIRST NATION

## JOB OPPORTUNITY

### Communication Assistant

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<b>Date Classified:</b>	<b>September 12, 2023</b>
<b>Business Unit:</b>	<b>Metlakatla First Nation (MFN)</b>
<b>Location:</b>	<b>Metlakatla or Prince Rupert, British Columbia</b>
<b>Reporting to:</b>	<b>Communication Manager</b>

Metlakatla First Nation has an immediate opening for a part-time Communication Assistant located in Metlakatla or Prince Rupert, British Columbia. As the successful candidate, you will be responsible for carrying out the day-to-day administrative communications duties for Metlakatla First Nation and other entities. The Communications Assistant provides services to the Governing Council, Treaty Office, Development Corporation and Stewardship Office as a part of the Metlakatla Communications Program.

#### Responsibilities:

- Update and maintain the Metlakatla First Nation website with direction from the Communications Manager and Department Managers.
- Update and maintain the Metlakatla First Nation social media pages.
- Help gather research and proofread communications material for the Communications Manager, including newsletters, briefs, presentations and press releases, as requested.
- Coordinate mass mailouts to the membership and distribute other communications materials.
- Assist in coordinating and facilitating meetings and events with the communications manager.
- Maintain and update the Metlakatla contact database – including administering a yearly call-out to confirm contact information.
- Photograph/record community events and update the website/social media with photos/write-ups, as requested.
- Perform other tasks within the scope of the position.

#### Education and Experience:

- Minimum grade 12 equivalence or higher.
- Experience with Microsoft Office Suite, Adobe Creative Suite and basic web-editing skills.
- Strong organizational skills.
- Attention to detail.
- Know or are willing and able to learn how to use design and web software.
- Strong work ethic and positive team attitude.
- Demonstrate sensitivity, respect and non-judgment.
- Accountability and dependability.
- Exceptional communication skills with a history of strong ethics and integrity.
- Demonstrated ability to complete tasks and assigned duties within the allotted time frame.

#### Job requirements:

- The successful candidate must be fully COVID-19 vaccinated (at least 2 vaccines) and remain in full compliance with all Public Health Orders (PHOs) and agency policies throughout their employment.
- Ability to demonstrate a commitment to embodying a personal addiction-free lifestyle.
- Pursuant to Section 41 of the BC Human Rights Code, preference may be given to applicants of Aboriginal Ancestry.

#### Submission Deadline:

- Open until filled.
- We invite all interested parties to reply in the strictest confidence to the Director of Human Resources: [hr@metlakatla.ca](mailto:hr@metlakatla.ca)