

# Bonaparte First Nation

2689A Sage Hill Rd., Hwy 97N, Box 669 Cache Creek, BC V0K 1H0  
Tel: (250) 457-9624 Fax: (250) 457-9550



## CAREER OPPORTUNITY

### Communications Coordinator

Reports to: Executive Director  
Term: Contract  
Start Date: As soon as a suitable candidate is found

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Bonaparte First Nation (BFN) is a member band of the Shuswap Nation Tribal Council of the Secwepemc (Shuswap) people. The Nation is located west of Cache Creek on about 1,878 hectares of land. The Nation is separated into nine (9) sections and has a membership of about 970.

The Nation's main community is on the Bonaparte Indian Reserve No. 3 comprising 704 hectares, with 72 homes on-reserve, home for approximately 250 of our community members.

#### Job Purpose

The Communications Coordinator is responsible for planning, organizing and coordinating events, public relations and communication information including overseeing the Media Platforms for Bonaparte First Nation.

The Communications Coordinator will assist with any and or all communications and engagement needs of the Chief and Council, and the Executive Director.

#### The Communications Coordinator Position Description:

- planning and implementing a communications strategy to achieve Bonaparte First Nation's goals.
- Create an annual communication strategy and budget
- Produces and updates a monthly organization newsletter
- Updates and maintains Bonaparte First Nations APP and internal website
- Attends and reports on various meetings
- Completes various quarterly reports
- Ensures proper protocols, approvals and budgets are in place and adhered to
- Researches, writes and edits press materials including press releases, fact sheets, pitch letters, Q & A's, media alerts, annual reports, and brochures.
- Maintains a network of media contacts
- recommending ways to improve the public's perception of the organization.
- coordinating meetings, presentations, and press conferences and the volunteers, vendors, and staff to support these events.
- Ensures the native language, culture and history are reflected in aspects and functions of the department
- Drafting content for mass media, to be reviewed by Executive Director
- Perform "damage control" in case of bad publicity.
- Maintains confidentiality on all matters relating to the affairs of Bonaparte First Nations

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## Qualifications

### Education

- Two or more years' experience in a Communications Coordinator Role an asset
- Ideal Candidate will have a Diploma, Certificate or Post Secondary Degree in Communications, but not an asset.

### Knowledge Requirements

- Proven knowledge of communications best practices and ethics
- Strong Verbal and written communication skills
- Effective Public Speaker
- Working Proficiently in Emails and Office 365
- Exceptional organizational and time management skills that enable you to adhere to strict deadlines.

### Skills/Abilities

- Capable of working independently and as a team member
- Knowledge of current communication concepts, strategies, and practice.
- Ability to develop, implement and evaluate communication strategies.
- Ability to plan, organize, prioritize, and problem-solve.
- Ability to work with and maintain confidentiality/privacy when working with sensitive documents and/or materials.
- Advanced computer skills in word processing, website management and spreadsheet applications
- Knowledge and understanding of monitoring services and communication techniques
- Basic understanding of photography and use of a/v equipment
- Demonstrated ability to coordinate and manage concurrent activities, keeping staff and colleagues informed.
- Ability to work in a cross-cultural environment

### Other Requirements

Must have reliable vehicle and hold a valid B.C. driver's license.

Must pass criminal record check and vulnerable persons check.

TO APPLY: Submit resume with references to:

Executive Director

St'uxwtéws | Bonaparte First Nations

EMAIL: [ed@bonaparte.band](mailto:ed@bonaparte.band)

*In accordance with Section 16(1) of the Canadian Human Rights Act and pursuant to Section 42 of the BC Human Rights code, it is Bonaparte First Nations Policy to practice preferential hiring for Aboriginal peoples. Candidates who wish to qualify for preferential consideration must self-identify.*

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