

XAXLI'P
JOB DESCRIPTION



GENERAL INFORMATION			
Title:	Communications Coordinator	Department:	Administration
Reports to:	Executive Director	Classification:	1.0 FTE
Wage:	\$24-\$30 Based on qualifications and experience		

Xaxli'p is committed to creating a safe, healthy, and empowering environment for our community members. We strive to provide meaningful programs and activities that encourage personal growth, resilience, and connection to our cultural values and traditions.

POSITION SUMMARY & PURPOSE

The Communications Coordinator, under the direction of the Executive Director, is primarily responsible for creating and disseminating internal and external communications materials. The Communications Coordinator will develop a communications plan and oversee the daily administration of the plan. This position will also draft, edit, and submit proposals, and will oversee the development, management, and maintenance of all online communication vehicles for Xaxli'p, including but not limited to the Xaxli'p website, email templates, social media accounts and electronic newsletter development and implementation.

RESPONSIBILITIES

- Create and disseminate internal and external communications materials
- Develop a communications plan and oversee daily administration of the plan
- Oversee the development, management, and maintenance of all online communication vehicles, including but not limited to:
 - The Xaxli'p website
 - Email and newsletter templates
 - Social media accounts (including Facebook, Instagram, X, blogs, etc.)
- Plan, develop, and execute internal communications with employees consistent with organizational policies and procedures
- Ensure that all materials are developed and distributed according to an appropriate timeline
- Measure the effectiveness of the Xaxli'p communications strategy
- Produce reports for internal analysis
- Articulate the organizational mission and vision statements
- Understand and use media forms and format requirements
- Know the concerns of internal and external parties and actively address those concerns with effective communication
- Research and help to develop and implement new communications programs, including direct mail, social media, and other initiatives
- Build communications templates for various types of communication mediums including email, letters, phone messages, etc.
- Provide editing services to ensure that all communications are appropriately worded (both in grammar and in content)

- Present to the Executive Director and leadership as required, suggesting new directions and/or changes in the current direction of the Xaxli'p communications plan
- Analyze potential new products/media to enhance the communications work of Xaxli'p
- Identify audience and appropriate formats for media
- Other duties as assigned by the Executive Director

QUALIFICATIONS

Education, Training and Experience

- (2) years of direct work experience in a communications role
- Postsecondary degree, diploma or certificate in communications, marketing, public relations, or a related field
- Computer literate, including effective working skills of MS Word, Excel, PowerPoint, email and Adobe Products
- Thorough knowledge of the principles of effective communications and mass media, publicity, advertising, policies, education, community relations, demonstration, organization structure, social service, and government relations, as they relate to the organization

Knowledge, Skills and Abilities

- Must have transportation/vehicle with a current Driver's License.
- Exceptional command of the English language, including grammar, punctuation, and spelling
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines
- Excellent written and verbal communication skills
- Works well with others, and handles direction and criticism in a positive manner
- In-depth knowledge of the preparation of communications instruments
- Knowledge of printing procedures and requirements preferred
- Ability to absorb new ideas and concepts quickly and ensure they are clearly communicated to an audience
- Politically and culturally sensitive
- Strong knowledge of office procedures and practices.
- Keen attention to detail.
- Resourceful and flexible.
- Must possess a high level of integrity, honesty and trustworthiness and can work independently.
- Knowledge of Indigenous community and experience working with Indigenous organizations and communities.
- Knowledge of St'at'imc language and culture is an asset.
- Flexibility around work hours and willingness to travel.
- Criminal record check and driver's abstract must be provided by successful candidate.

WORKING CONDITIONS

The job duties and responsibilities of this position vary in complexity and often require interpretation as well as strong administrative skills to determine the best approach. The busy

work schedules associated with Xaxli'p require this position to be flexible in terms of daily work hours, with tasks often being of an urgent or time-sensitive nature. The scope of work is diverse, and mental stress may be a factor when dealing with operational or employee related concerns.

This position description outlines the key responsibilities for the role and is not meant to be exhaustive. The activities, responsibilities and obligations of this position may be modified from time to time, through discussion between the Manager and/or Administrator and the incumbent, to effectively meet the requirements of Xaxli'p.

Please submit your resume and a cover letter outlining your qualifications to:

Email: admin@xaxlip.ca or **Mail** to Xaxli'p, PO Box 1330, Lillooet, BC, V0K 1V0

Xaxli'p is committed to equity and encourages applications from all qualified individuals, including Indigenous candidates. Preference given to Xaxli'p Members (Must have the required qualifications, as defined, for the position)