



**We Wai Kai Nation**<sup>690</sup>  
Head Start Crescent Campbell  
River, BC  
V9H 1P9

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**Job Posting**  
**Communications Coordinator & Executive Assistant**  
**Campbell River, BC**  
**Part-time, Permanent**

### **Who We Are**

We, the We Wai Kai, embrace our language and culture to build a proud, healthy, safe and self-sufficient community. We support and encourage each other to thrive through following the footsteps of our ancestral history, as stewards of our lands and waters, while balancing our role in modern day society.

Today, we are proud of our efficient government operations, ensuring a high quality of life for our members. To enhance this, we are also focused on existing and emerging economic development opportunities that will position us for continued growth and re-investment in our community. We pride ourselves on being a strong, self-sufficient Nation and look forward to what the future holds.

### **Position Overview**

The We Wai Kai Nation places a high value on the social, physical, and mental wellbeing of our members. We are currently looking for an experienced professional to fill the role of Communication Coordinator & Executive Assistant for our organization.

Reporting to the Executive Director, the Executive Assistant is responsible for the day-to-day administrative support of the Executive Director, Manager of Economic Development and Chief Financial Officer (CFO).

This job description provides a general overview of the duties and responsibilities of the role of the Communication Coordinator & Executive Assistant. In addition to the job description, more detailed lists of job duties and responsibilities may be available. The Nation's policies and procedures further describe performance and behavioral expectations of all employees.

### **General areas of responsibility include:**

#### **Communications Coordinator**

- Responsible for working cooperatively with all departments of WWK
- Information distribution, monitoring and evaluation
- Liaise with colleagues and key spokespeople
- Collect and analyze social media and WWK website posts
- Ensure communication strategy is consistent with and reflects WWK's Strategic Vision and mission

## Communications Coordinator & Executive Assistant Job Posting Cont.

- Write and edit internal and external communications for print and online.
- Serve as the primary point of contact for all media inquiries.
- Develop articulate and compelling speaking notes for Chief, Council, Executive Director and Manager of Economic Development, ensuring alignment with organizational messaging and objectives
- Coordinate and oversee the planning, production, and distribution of essential documents such as the Annual Report, Website, and other communication materials to ensure accuracy, completion, and timely circulation.
- Create and disseminate informative and timely messages to nation members regarding various information, updates, announcements, and notices.
- Provide desktop publishing and design support.
- Collaborate with department managers to ensure consistency in communications.
- Enhance social media and WWK app coverage and engagement
- Provide additional communications support as required.

### **Executive Assistant**

- Supports clear and timely communications for the Senior Leadership Team with Chief & Council and other stakeholders.
- Screen and direct phone calls and enquiries to members of Senior Leadership Team.
- Support administrative personnel with correspondence, information, and reports required by Senior Leadership Team
- Prepare Council meeting agendas, meeting packages, and minutes in the absence of Executive Assistant to Chief & Council.
- Maintain communications, recording, and reporting for the Nation's in-house committees
- Draft public announcements, news releases, fact sheets and photo/video materials for approval by the Executive Director.

All employees working for We Wai Kai Nation are required to work collaboratively and supportively to achieve the overall goals of the Nation. As such, employees are expected to work outside of their own jobs and job descriptions from time to time to achieve the goals of the organization. Job duties and work schedules may be changed from time to time to achieve these goals.

### **Experience and Education Requirements**

- Degree or certificate in business administration, communications, Public Relations, Journalism, or related field is an asset.
- Related experience in support of senior management or executive level positions, preferably in band or municipal roles.
- In depth knowledge of local First Nation cultural and political environment
- Must have strong computer skills (i.e., knowledge and ability to use Microsoft Word, Internet research, and Email). Proficiency in desktop publishing software and social media platforms.
- Ability to accurately listen, understand, and respond, taking into account cultural nuances
- Strong writing, editing and proofreading skills.
- Strong proficiency in desktop publishing and social media platforms.
- Must be able to create posters, notices etc. on adobe and other suitable platforms.
- Proven ability to work collaboratively and effectively in a fast-paced environment.
- Knowledge of Indigenous culture, history, and WWK community is an asset.
- Strong problem-solving and analytical skills
- High Standard of ethics and confidentiality with a demonstrated ability to effectively manage sensitive information.

## Communications Coordinator & Executive Assistant Job Posting Cont.

- The above noted duties listed are provided as examples of area of responsibility and are not intended to create limits to responsibility but to help understand the scope of the position. All staff are expected to be team oriented and maintain confidentiality of all information gained while working with the organization.

### **Working Conditions:**

- Ability to maintain strict confidentiality in performing duties and demonstrates personal attributes of integrity, respect, trust, honesty, compassion, and accountability.
- Travel to other related organization locations may be required.
- May need to respond to after-hours or emergency calls.
- Required to work some non-standard hours to attend meetings or events, overtime will be required.
- Receives minimal supervision with occasional direction and very few checks of the work performed.

### **Conditions of Employment:**

- Must be able to obtain and maintain a Criminal Records Check
- Must be able to obtain and maintain a valid BC Driver's License

### **Hourly Rate Range:**

\$30-35 per hour

**Only shortlisted candidates will be contacted for interviews. Please no telephone calls.**

E-mail resume and cover letter to: [careers@wewaikai.com](mailto:careers@wewaikai.com)

Or mail to the above address, attention: Personnel Committee

Closing date: April 5, 2024