



McLeod Lake Indian Band

General Delivery, McLeod Lake, BC, V0J 2G0
Main Office (250) 750-4415 Fax: (250) 750-4420

Job Posting: Communications Coordinator

The McLeod Lake Indian Band (MLIB) is a progressive First Nations community committed to enhancing the well-being of its members while promoting sustainable economic and cultural development. We manage a range of programs and services designed to enrich the quality of life for our community members. We are currently seeking a **Communications Coordinator** to join our team.

Position Overview

The Communications Coordinator is responsible for the development, implementation, and management of MLIB's communication strategies, ensuring clear and effective communication both within the organization and with external stakeholders. This position plays a key role in promoting the Band's goals, programs, and initiatives through various media channels, and will be instrumental in ensuring consistent messaging that aligns with MLIB's values and strategic priorities. The Communications Coordinator takes guidance from the Communications Consultant and reports to the Band Administrator.

Key Responsibilities:

- Develop and Implement Communication Strategies: Create and manage comprehensive communication plans that promote MLIB's programs, services, and initiatives. Create a communication policy and provide for Chief and Council approval.
- Content Creation and Management: Develop engaging content for a variety of communication channels, including newsletters, social media, website, and community outreach materials.
- Media Relations: Act as the primary media contact, building relationships with local and national media outlets. Draft and distribute press releases, media advisories, and respond to media inquiries.
- Brand and Reputation Management: Ensure that all communications reflect the Band's brand and uphold its reputation. Monitor public perceptions and manage issues proactively.
- Internal Communications: Support internal communication efforts, ensuring employees and leadership are informed and engaged.
- Event Support: Assist with the planning and execution of MLIB events, providing communication support as needed.
- Community Engagement: Work closely with community members to ensure that information is accessible and promotes community participation in Band programs and initiatives.

Skills and Qualifications:

Education and Experience:

- A diploma or degree in Communications, Public Relations, Journalism, or a related field is preferred. Combined experience will be considered.
- Minimum of 3 months of experience in a communications role, preferably in a First Nations setting.

Technical Skills:

- Proficiency in Microsoft Office Suite and experience with graphic design software (e.g., Adobe Creative Suite) and content management systems. Proficiency working with Wordpress webpage creator.
- Strong knowledge of social media platforms and digital marketing strategies.

Interpersonal Skills:

- Excellent written and verbal communication skills with a strong attention to detail.
- Ability to work in a team environment and establish positive relationships with a diverse range of stakeholders.

Personal Attributes:

- Creative, organized, and able to handle multiple priorities with tight deadlines.
 - Demonstrated commitment to the values of McLeod Lake Indian Band and cultural sensitivity.
 - Excellent written and verbal communication skills, with the ability to present financial information clearly and concisely.
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Working Conditions and Travel:

- This position requires the ability to work 3-4 days a week in McLeod Lake, BC.
- Some travel may be required for meetings with funders or partners.

Compensation

- This role boasts a work life balance of **35 hours per week** and is compensated at an hourly rate of between **\$25 and \$32** per hour based on experience and qualifications.

At McLeod Lake Indian Band, we value the dedication of our employees, which is why we give so much in return. In addition to Competitive pay, we also offer the following:

- Comprehensive Health benefits package with Medical, Dental and Vision coverage.
- An employer matched Pension Plan up to 5 percent.
- Excellent learning and advancement opportunities.
- Opportunities for personal and professional training and development
- Ten sick days.
- Five personal days.
- Paid time off during Christmas break.

Submit resumes and a cover letter to:

Attention: Human Resources

Email: hrdept@milib.ca

Posted: April 15, 2025

Open until filled.