



## Job Opportunity - Communications Assistant

We are seeking a motivated, organized, and community-focused individual to join our team as a **Communications Assistant**. This role supports organizational communications, employee engagement, digital outreach, and emergency communication efforts while helping strengthen connections within the community.

### Key Responsibilities

- Manage and maintain social media platforms, including Facebook and the Kitsumkalum Band website
- Update, edit, and maintain website content using WordPress
- Assist with department and manager meetings, including scheduling, coordination, and communication support
- Prepare and distribute internal employee communications, updates, and notices
- Support community outreach and public information initiatives
- Assist Kitsumkalum Emergency Services with emergency communications by helping prepare and distribute timely notices, alerts, and updates when required
- Create clear, engaging, and professional written content for both internal and external audiences
- Support organizational programs, events, and initiatives through effective communication strategies

### Qualifications & Skills

- Strong written and verbal communication skills
- Experience with or willingness to learn website and social media management
- Proficiency with Microsoft 365 and related digital tools
- Self-motivated with strong organizational and time-management abilities
- Community-focused with a positive and professional approach
- Willingness to learn about local culture, history, and community values
- Ability to work independently and collaboratively within a team environment
- Comfortable handling sensitive or time-sensitive communications professionally

## What We're Looking For

The ideal candidate is enthusiastic, adaptable, and eager to learn. We value individuals who take initiative, communicate professionally, and are passionate about supporting employees, community engagement, and public communication efforts.

## Apply Today

If you are passionate about communication, community engagement, and supporting meaningful initiatives, we encourage you to apply and become part of our team.

Please submit your resume to [career@kitsumkalum.com](mailto:career@kitsumkalum.com).