



Malahat Nation

110 Thunder Road | Mill Bay, BC | V0R 2P4

Tel: (250) 743-3231 | Fax: (250) 743-3251

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Malahat

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|-------------------|--------------------------------------------------|
| Job title | <i>Technology and Communications Clerk</i> |
| Reports to | <i>Technology and Communications Coordinator</i> |

Anticipated Start Date: September 28, 2020

Terms of Employment: 1-year contract, full time

Job Purpose

Under the supervision of the Technology and Communications Coordinator, the Technology and Communications Clerk (TCC) will assist in the daily operations of the Information Technology and Communications departments. Collaboratively, the TCC will help run Malahat Nation’s social media accounts and website. The TCC will provide basic, professional front line technical support and advice to nation members and staff.

Duties and Responsibilities

- Basic technical support – Help troubleshoot problems for nation members and staff
- Desktop publishing – Microsoft Word, Adobe InDesign
- Social media – Facebook, LinkedIn
- Website content – Writing content for malahatnation.com
- Newsletter content – Writing content for The Malahat News
- Community events – Help organize community events, take photos
- Deploy PCs – Help set up new PCs for nation members and staff
- Computer Club – Assist in running a weekly computer club for nation youth

Credentials/Qualifications

- A strong desire to work hard and learn
- A passion for computers and technology
- Post-secondary education is an asset but not required
- Critical thinking skills - ability to solve problems without being shown
- Strong communication skills, verbally and in writing, ability to work well and communicate appropriately with nation members and staff
- Writing skills – grammar, spelling
- Exceptional time management skills
- Experience is an asset but not required
- Preference will be given to Indigenous applicants

Compensation and work requirements

- 30 hours a week
- Compensation \$18 per hour

Please submit the following:

- **Cover letter**
- **Resume**

To Dan Pasmans, in person, or by email: dan.pasmans@malahatnation.com

Closing Date: September 18th 2020 or until position is filled.