



Job Title	Communications and Member Services Coordinator	Organization	Naut'sa mawt Tribal Council
Salary Range	\$58,000-\$65,000 annually	Department	Communications
Position Type	Full Time, 35 hours per week	Supervisor	Director of Communications
Start Date	December 1 st , 2022	Location	Malahat, BC

Position Focus:

The *Communications and Member Services Coordinator* position facilitates two-way communication between NmTC and its member Nations. Through the efforts of the Communication Liaison, NmTC will become more proactive in identifying programs and services to better serve member communities and NmTC members will have better knowledge regarding resources available from NmTC. Other duties may be assigned to meet the needs of the organization. It is expected that the *Communications and Member Services Coordinator* will travel to NmTC member Nations to establish a presence in the communities. Although a standard 35-hour work week is typical, some communications activities such as conferences, workshops, meetings or other activities may require work during weekends and evenings, as well as being able to work independently outside of normal desk duties.

Accountability

Reporting to the Director of Communications, the *Communications and Member Services Coordinator* will work closely with all members of the Naut'sa mawt team and our Member Nations.

ROLE AND RESPONSIBILITIES

The responsibilities of the position include but are not limited to:

- Continue to help NmTC meet its goals, abide by its values, and create a positive public profile among all affected organizations and individuals.
- Become knowledgeable and conversant about projects, programs and initiatives conducted by NmTC and its affiliates (e.g.: Xyntax, NRG, etc.).
- Become knowledgeable and conversant about initiatives, programs and events, and communication networks in member Nations and relay pertinent information to NmTC staff.
- Provide accurate information about NmTC to leadership, staff, and persons from member Nations.
- Act as a "trouble-shooter" for issues and concerns that may emerge in discussions with NmTC members.
- Relay feedback regarding programs and services to NmTC management and staff.
- Facilitate Member Services working groups, committees, and information meetings.
- Provide communications-related resources and tools about NmTC, including written and electronic media.
- Support various communications initiatives on behalf of NmTC member nations when required.
- Assist in the preparation of brochures, reports, newsletters and other communications materials.
- Respond to correspondence related to communication activities when required.
- Research, compile and make recommendations regarding events in which NmTC should participate or support and coordinate involvement in the events as required.

SKILLS AND QUALIFICATIONS

The responsibilities of the position include but are not limited to:



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- A minimum of 3-5 years of experience as an administrative professional or meeting/event planning professional.
- High school diploma or GED.
- Strong organizational skills. Ability to manage duties through efficient planning, time management, task prioritization and attention to detail.
- Intermediate to advanced user in MS Office (Word, Excel, Outlook, PowerPoint) and Internet Explorer. Proficiency in keyboarding; creating, proofing and manipulating word documents, spreadsheets, data bases and other computer applications using MS Office and conducting research using Internet Explorer.
- Excellent written and verbal communication skills. Capable of drafting correspondence independently and from written and verbal instructions.
- Experience in event planning skills. Including experience coordinating meetings and travel arrangements.
- Talented in remaining professional and diplomatic when facing challenges.
- Strength in taking initiative and making sound judgment decisions.
- Skillful in handling multiple projects simultaneously.
- Strong commitment to high quality work.
- Experience working with First Nations (Coast Salish) communities an asset.

ADDITIONAL NOTES

- Naut'sa mawt Tribal Council encourages persons of Coast Salish Ancestry to apply for the position.
- We thank all applicants for their interest. Only those selected for an interview will be contacted.
- To learn more about NmTC, please visit our website at: <http://www.nautsamawt.org>

Applications will be received at hr@nautsamawt.com until November 25th at 4:00pm.