



NITINAHT WEEKLY

April 24th 2019 – May 1st , 2019



JOB POSTING

ROLE TITLE: Treaty Communications Worker
DEPARTMENT: Treaty
REPORTING TO: Ditidaht First Nation Administrator
LOCATION: Preferably Port Alberni or Ditidaht First Nation Office



JOB SUMMARY

Reporting to DFN Administrator, the Treaty Communications Worker is responsible for implementing internal and external communications as outlined in the annual DFN Treaty Communications Plan. The Treaty Communications Worker's role is in support of the Ditidaht First Nation overall goals, ensuring a strong two-way flow of information between the community and leadership and maintaining a positive public image of Ditidaht First Nation. The Communications Worker receives support from the Treaty Communications Coordinator and substantive guidance and direction from the Treaty Team. The Communications Worker collaborates with the Treaty Team on various initiatives and consults with and supports the Core Group.

DUTIES AND RESPONSIBILITIES

The Communications Worker's role includes the following responsibilities:

1. General Responsibilities
 - a. Deliver consistent positive key messages regarding the Treaty and related agreements as directed by the Treaty Team and assist in continuously improving DFN communications
 - b. Direct queries from community members related to treaty communication/ information to the appropriate prepared material where available, or, if not available, to the appropriate member of the Ditidaht Treaty Team
 - c. Coordinate with the rest of the Treaty Communications Team, including participating in chairing meetings and recording agreements and actions
 - d. Play an active support role in the Ditidaht Core Group, providing input, and assisting in Group activities, while moving into shared leadership
 - e. Travel to conferences, meetings and community activities as required to assist in message delivery
 - f. Participate in the development and implementation of a safety management system for onsite and offsite activities
 - g. As this is an independent position that may be outside of Ditidaht Administration Office, maintain a daily log of activities and submit with Timesheet to Administrator
 - h. Other duties.

PERSONAL CHARACTERISTICS

- Strong interpersonal skills and ability to work well within a team
- Able to work well and respectfully with community members, maintaining confidentiality as appropriate
- Self-motivated and able to work independently under the supervision Treaty Communications Coordinator and as part of a team
- Interest in Ditidaht community and treaty

SKILLS (may be enhanced with training on the job)

- Strong oral and written communication skills
- Public speaking and facilitation skills
- Well-organized and makes good use of systems to track tasks, schedules, etc.
- Ability to assist in proactively identifying and serving the communications needs of the DFN and Communities
- Strong planning, critical thinking and analytical skills and ability to find creative solutions to problems and project delivery requirements
- Working knowledge of Microsoft Office Word. Familiarity with Excel, PowerPoint, and Publisher are assets, or willingness to learn
- Ability to maintain good office systems, including electronic file management and use of online systems such as DropBox
- Current BC Driver's License (or willingness to obtain one). Vehicle an asset

LOGISTICS and PROCEDURES

- Hours of Work: 8:30 – 4:30 Monday to Friday (or as agreed upon with DFN Administrator)
Note: Some communications activities such as conferences, meetings and community activities may require individuals to have a willingness and ability to work variable hours, including weekends and evenings.

Please submit your resume and cover letter to Jeneen Hunt, Administrator

Fax Number: 250-745-3332

Email: jhunt@ditidaht.ca

Deadline: May 8, 2019

Only those shortlisted for an interview will be contacted.

Ditidaht First Nation



Community Engagement Session Announcement

When: April 25, 2019 at 5:30 pm

**Where: Ditidaht Community Hall in
Malachan**

Please come for dinner and to provide your input into the development of two very important plans:

1. The Malachan Village Plan will update the physical infrastructure information from the 2001 Village Plan and incorporate input from the community on what's important to consider.
2. The Ditidaht First Nation Comprehensive Learning Strategy looks at ways to support the learning needs and goals of our Nation and our membership, now and in the future.

Wednesday May 1st, 2019

Potluck at 6 pm then dance practice



Ditidaht First Nation

PO Box 340 Port Alberni, BC V9Y 7M8 Tel.: (250) 745-3333 Fax: (250) 745-3332
Toll-free 1-888-745-3366 Email: admin@ditidaht.ca



April 24, 2019

To: All Ditidaht First Nation Staff.

From: Paul M. Sieber-DFN Natural Resource Manager

Re: In-House Job Posting- Closed Competition- Current DFN Employees.

Position: DFN Fisheries Manager- Trainee, Full-time.

Position Summary:

This position will ensure Ditidaht Fisheries activities are managed in a responsible and sustainable work environment. The Fisheries Manager will be responsible for assisting the Ditidaht Natural Resource Manager in all aspects of domestic fisheries management and fish habitat restoration and enhancement. The Fisheries Manager will be required to supervise other Ditidaht Fisheries staff and provide work experiences in fisheries management to mentor and help in their professional fisheries management development. As well, work to increase community participation in fisheries related activities.

Relationships:

The Fisheries Manager Trainee reports to the Natural Resource Manager. This position will also have daily contact with all Ditidaht Fisheries staff and regular contact with NTC Uu-a-thluk Fisheries staff and other professionals in this field, other Ditidaht departments and staff as required. This position is also responsible for maintaining current partnerships with key stakeholders and relationships with government agency staff and other organizations. Ensure the annual Aboriginal Fisheries Strategy work schedule tasks are completed.

Qualifications.

Grade 12 or equivalent

Small Vessel Operators Proficiency Certification (SVOP).

First Aid Level-1

Experience in food or commercial fishing and knowledgeable in the Ditidaht Traditional Territory marine waters, specifically the Nitinat Bar tidal conditions.

Team Player, willing to take on the job training

Organized with good oral and written skills

Basic computers skills

Must possess a valid B.C. Drivers Licenses and provide a current ICBC drivers abstract.

Deadline for Applications is May 7, 2019 at 4:00pm.

Please submit a cover letter and resume in person to the Ditidaht Administration Front desk for time stamping and log in or by fax at 250) 745-3332 or directly by e-mail to: Paul M. Sieber at: psieber@ditidaht.ca