

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 diitiid7aa7tx 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.