




Fisheries Communications and Development Coordinator



The Nuu-chah-nulth Tribal Council (NTC) is seeking an experienced Communications and Development Coordinator (CDC) to take on an exciting, full-time opportunity within Uu-a-thluk (NTC Fisheries). The successful candidate will deliver the communications and fundraising activities of the Uu-a-thluk program. The Uu-a-thluk CDC will report to the Program Manager and will work with Nuu-chah-nulth Nations, Uu-a-thluk team members and other NTC staff. Based out of Port Alberni, the Uu-a-thluk CDC will contribute to the on-going efficient delivery and improvement of services to the 14 member Nations of the Nuu-chah-nulth Tribal Council. The position requires some travel to all Nuu-chah-nulth territories.

Responsibilities

- Write, edit, coordinate and distribute articles, newsletters, publications, and other media to profile Uu-a-thluk and Nuu-chah-nulth First Nation aquatic resource related activities and issues
- Update and implement the Uu-a-thluk communications and outreach strategy
- Maintain communications and work with Uu-a-thluk team members regarding communications, outreach meetings and fundraising related items
- Regularly maintain, update and administer Uu-a-thluk websites and social media
- Assess, recommend and develop funding proposals to meet Nuu-chah-nulth and Uu-a-thluk objectives, and assist Uu-a-thluk staff and contractors in preparing/managing applications for funding
- Draft briefing notes, memos, letters, key messages, speaking points and updates, as required
- Work directly with media (TV, radio, digital, print) on emerging fisheries issues, as required

Qualifications

- A post-secondary degree or diploma in Communication studies or related field as well as relevant experience
- Excellent, proven oral and written communication skills
- Ideally candidates should have experience working with First Nations
- Able to act with tact, meet deadlines, and maintain productive working relationships
- Demonstrated ability to multi-task, plan activities, and handle a heavy workload
- A vehicle and valid driver's licence are required for this position

Apply by: **12:00 pm (noon), December 8, 2017** by sending your cover letter, resume, and three references (available to call) to:



Nuu-chah-nulth Tribal Council

P.O. Box 1383

5001 Mission Road

Port Alberni, BC V9Y 7M2

Attn: Human Resource Manager

Fax: 250-723-0463

Email: apply@nuuchahnulth.org

We will respond only to those applicants chosen for an interview. We thank all applicants for their interest. Pursuant to Section 16(1) of the Canadian Human Rights Act, preference will be given to aboriginal candidates who have a working knowledge of Nuu-chah-nulth culture and fishing practices.

Nuu-chah-nulth Tribal Council