



TSILHQOT'IN NATIONAL GOVERNMENT

EMPLOYMENT OPPORTUNITY

NEGOTIATIONS & EXTERNAL AFFAIRS

Position Title: Strategic Initiatives & Communication Manager

Positions: Temporary Maternity Leave Position

Location: Williams Lake, BC

The Tsilhqot'in National Government (Negotiation & External Affairs) is seeking to fill a temporary maternity leave position for the Strategic Initiatives & Communication Manager to support the Tsilhqot'in Nation Support Team with communication and details pertaining to negotiations.

Key Responsibilities

- Reports to the Lead Negotiator and is responsible for initiating and maintaining contact with local, regional and national media; arranging interviews when required; assisting in the preparation of brochures, reports, newsletters and other communications materials;
- Preparing (when required) or overseeing preparation of reports, briefs, biographies, speeches, presentations and press releases; advising Tsilhqot'in Chiefs on communications matters when required; writing and editing various communications documents;
- Developing, implementing and evaluating communication strategies for programs designed to inform community members, various levels of governments and the general public about the Tsilhqot'in National Government;
- Acting as the main point of contact between the Tsilhqot'in Nation Support Team and community assistants working within the five sub-tables as outlined within the *Nenqay Deni Accord*; and
- Supporting federal and provincial negotiations under direction of the Lead Negotiator.

Qualifications

- Post-Secondary education in the areas of Public Relations, Media Relations, Marketing or Communications or relevant work experience;
- Excellent verbal and superior writing and report presentation skills are essential;
- High level of professionalism and demonstrated ability to handle confidential information accordingly within a fast paced environment is crucial in this role;
- Ability and willingness to travel; and
- Knowledge of First Nations political systems and current event is a strong asset.

To Apply

Interested parties may submit a cover letter and resume via email or in person no later than December 8, 2016 at 3 p.m. Only applicants that have been shortlisted will be contacted.

Tsilhqot'in National Government (Negotiation & External Affairs)
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