



Fort Nelson First Nation

Strong. Healthy. Proud. Self-reliant.

INTERNAL-EXTERNAL POSTING

Job Title:	Events & Communications Clerk (Clerk IV)	Posting #:	32-2022 (term)
Department:	Administration	Level:	G4-L3-C4
Location:	Office at 2026 Kennay-Yah Rd.; multiple sites served	FTE:	1.0
Supervisor:	Executive Director	Hourly Rate:	\$26.18 /hr
Key Areas:	Public Relations, Contacts, Communications	First Posted:	2022-06-14
Term:	Starts July 04, 2022, for 24 weeks, 35 hours per week	Closes:	2022-06-28

SUMMARY / SCOPE

This is a leave backfill opportunity that will commence on July 04, 2022 and will continue for 24 weeks, with possibility for extension. This employee handles the work chain for the collection and dissemination of all corporate communications and publishes them accordingly, including internally and on external platforms. This employee also leads and organizes delegates from other departments and chairs the weekly Events Planning Committee meetings and carries out work chain follow-up activities in concert with department representatives and external stakeholders for the execution of FNFN events. This employee will also organize and moderate the Zoom online platform during community meetings which mainly occur during evening hours. The successful incumbent must be committed to the full 24 weeks term, and must be available leading up to, during, and following Annual Celebration, August 5, 6, 7, 2022. This is a great opportunity to build upon existing corporate communication skills and events planning, and to learn new skills.

Reporting to the Executive Director, the Events & Communications Clerk primarily performs the responsibilities and duties of planning, organizing and staging community events and activities, and organizes the community events calendar. This employee works on special events and projects planning, such as the Annual Health Fair, Spring Fling, AGM, Annual Celebration, Community Christmas Dinner, and any partner events co-sponsored with our stakeholders. Work on all stages of events is required, including booking and staging venues, planning and booking talent, booking ancillary workers, and communicating updates to those affected. Additional responsibilities include collecting and organizing information and developing communications for external publishing, such as letters, notices, flyers, pamphlets and newsletters, with a goal of providing information to the public to create awareness about the initiatives and events of the organization. This work requires the Clerk to facilitate interdepartmental linking of employees at all levels, and to plan and organize other assets to maximize resources related to activities and events planning. Other responsibilities include purchasing, reconciling expense reports, and reporting on areas of responsibilities.

The Events and Communication Clerk manages assigned events and communications services and is responsible for scheduling appointments, executing services, updating information, and communicating updates employees and stakeholders. The Events and Communications Clerk has a considerable degree of autonomy, works a flexible schedule, and is influential in shaping the events and communications of the organization, and takes a lead role in continuous process improvements. This position works collaboratively with other employees assigned to events in other departments and oversees events and communications planning efforts. Other related duties as required.

Candidate Profile:

The Events and Communications Clerk maintains a diplomatic approach in all matters, and possesses exceptional listening and observation skills, as well as exceptional written and verbal communication skills, and is a team player who is comfortable with deadlines, multi-tasking/task-switching, and prioritizing a busy workload. This employee is responsible for assisting the Executive Director with managing employer sanctioned events and communications to support organizational goals.

COMPETENCIES

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|----------------------------|--------------------------|-----------------------|
| • Listening/Engagement | • Communication | • Customer Service |
| • Organization/Planning | • Computer Skills | • Time Management |
| • Safety/Hazard Assessment | • Collaboration/Teamwork | • Conceptual Thinking |



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MINIMUM QUALIFICATIONS

- Mature individual of professional presentation with a minimum grade 12 high school diploma, and combination of relevant experience.
- Two (2) years demonstrated experience supporting managers/administrative support at an intermediate or greater level.
- Demonstrated experience with events planning.
- Experience with filing systems, record keeping, and resource libraries.
- Excellent business documentation skills.
- Excellent oral and written communication skills
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite, Publisher, and Excel.
- Travel is a requirement for this work.
- Working a flexible work schedule and working in multiple locations is required for this work.
- Working some evenings and weekends is required.
- Compliance with BC Immunization program, TB screening, and COVID-19 vaccinations.
- Police Records Check
- Valid BC Driver's License and factor report

DESIRED QUALIFICATIONS

The following are considered assets:

- Business Administration certificate or diploma
- Previous public communications experience.
- Adobe skills.
- Experience working for or a relational understanding of, First Nations communities.
- Google™ drive, calendar, forms and other Google™ products;
- Ability to speak Dene and/or Cree.

APPLICATION INSTRUCTIONS

Closes: June 28, 2022 at 4:30 p.m. **Remuneration:** Rate offered to the successful incumbent is pending certification(s), skills, experiences, knowledge. *Preference may be given to qualified First Nation's applicants. Kindly forward your cover letter and resume to:

Human Resources, Recruitment
Fort Nelson First Nation
R.R. #1, Mile 295, Alaska Highway
Fort Nelson, B.C. V0C 1R0
E-mail: recruitment@fnnation.ca

We thank all individuals for applying, but only those applicants whose applications clearly demonstrate meeting all of the requested minimum qualifications will receive a reply.

* Constitution Act, 1982 [Section 35]; Canadian Charter of Rights and Freedoms [Section 15(1)]; Canadian Human Rights Act [Section 16(1)]; Employment Equity Act [Section 5(a), 10(b)]; Declaration on the Rights of Indigenous Peoples [Article 22]; ILO Convention 169 on Indigenous and Tribal Peoples in Independent Countries.