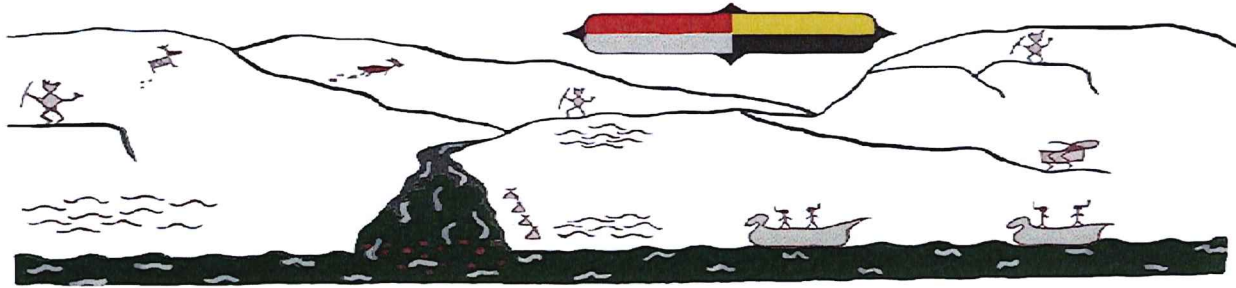


Kanaka Bar Indian Band



JOB DESCRIPTION

Position:	On-site Librarian/ Communications Coordinator
Organization:	Kanaka Bar Indian Band
Department:	Language and Culture Department
Reporting:	Language and Culture Manager

Summary:

Kanaka Bar Indian Band has a vision to manage and use its land and resources to maintain a self-sufficient, sustainable and vibrant community. In 2016, Kanaka's Council adopted an organizational structure to implement this community vision. This new structure separates politics from business, decision-making from implementation, and social programming from "for-profit" activities. With this posting, Kanaka Bar is inviting applicants for the position of Librarian/ Communications Coordinator. For more information on the community, please review the rest of our website at: <http://www.kanakabarband.ca/>.

Reporting to the Language and Culture Manager, the Librarian/Communications Coordinator will co-manage the 4K Library and co-develop a sign-out process for the materials in the 4K library. The Librarian/ Communications Coordinator will be responsible for maintaining and preserving the materials in the 4K library. They will also support the development of storytelling, book clubs and other related activities within the 4K library.

The Librarian/Communications Coordinator will implement Kanaka Bar's communication plan to ensure adequate and meaningful communication with the community about issues and opportunities as they arise. This role will assist the various offices of the Band to ensure the coordination and advertisement of community events, programs, services, and key happenings of the Band. The Librarian/Communications Coordinator will play an integral role in initiating and executing internal and external communication, media relations, education and promotional plans, branding, and publication management with the overall goal to support a positive public image through continual improvement of communications.

Duties and Responsibilities:

- Physical presence as the on-site Librarian;
- Co-manage and co-develop the 4K Library sign-out process
- Develop storytelling activities, book clubs, and other related Library activities

- Manage the monthly Kanaka Bar Band Newsletter
- Work with the Language and Culture Manager and the Virtual Engagement Coordinator oversee the Kanaka Bar Band website
- Explores more effective means of using current tools, i.e., Posters, website, newsletters – such as the use of social media and other forms of technology such as video streaming; Oversee and uploading of website content, ensuring prompt updates and accuracy
- Research alternative means of contact for citizens living away from the community who may not always be able to attend meetings or take part in person; and develop a step-by-step process for citizenship to take part in discussion via social media, email, briefings, newsletter-regarding the future of the community
- Coordinates the development of all related social media posts
- Maintains a communications calendar that reflects all planned communication
- Deliver posters, newsletters, and other communication materials
- Other duties as assigned.

Education and Qualifications:

- Minimum Grade 12 Secondary Diploma or equivalent
- Two (2) years' experience in communications, marketing, project management or related fields, an asset
- Ability to work within established guidelines, regulations, and legislation; a high level of verbal and written communication skills; time management and ability to schedule; and ability to work with little or no supervision
- Knowledge or skill in design software is an asset; with Adobe Creative Cloud, including Acrobat Professional, Photoshop, Illustrator and Publisher, and Canva
- Demonstrated ability to effectively communicate both verbally and in writing
- Knowledge and understanding of First Nations culture and heritage;
- Ability to use email and Microsoft Office suite;

Employment Conditions:

- Driver's license (class 5 or N) with a reliable vehicle;
- Follow policies and procedures of Kanaka Bar Indian Band;
- Ability to maintain a healthy lifestyle;
- Willingness to work extra hours to meet deadlines;
- Willingness to respond to critical incidents outside of work hours;
- Understand Provincial & Federal employment legislation;
- Three (3) months probationary period.

This will be a Full-Time employment position based out of the Kanaka Bar. Compensation will consider the education, qualification and experience of the applicant. Canada Labor Code provisions will govern where applicable.

Please submit a cover letter and resume to KanakaChief@kanakabarband.ca or ceo@kanakabarband.ca. The position will be open until a suitable candidate is found. Only those candidates shortlisted will be contacted for an interview.

Thank you for your interest in supporting Kanaka Bar with achieving its vision.