



# BATCHEWANA FIRST NATION

## Summer Youth Employment

Batchewana First Nation invites all interested band members to submit a resume for the position of:

### COMMUNICATIONS ASSISTANT

(1 position) Pending Funding

Rate: \$17.00 per hour Duration: May 6, 2024 – August 26, 2024 (16 weeks)

#### **Position Summary:**

The Communications assistant will work under the direction and supervision of the Communications Manager and the Summer Student Employment Coordinator. The assistant will help to create promotional materials, promotional cards, brochures and update the various media websites maintained by BFN communications. Attend community events when required and assist with the monthly newsletter. Participate in the BFN pandemic committee meetings.

#### **Duties & Responsibilities:**

- Help to create promotional materials such as magazines, ads, web banners, posters, promo cards, newspaper ads and brochures
- Attend community events, take photos and write wrap up reports
- Regular updates to the BFN website and social media sites
- Assist with creating the BFN monthly newsletter
- Assist with the development and publication of press releases
- Adhere in the maintenance of an effective, healthy working environment
- Assist in improving efficiency and output of the Communications department
- Responsible for participating in the BFN pandemic response team meetings and assisting in the development of pandemic related documents
- Will ensure all other duties are completed as assigned

#### **Qualifications and Experience:**

- Youth aged 15-30 inclusive
- Excellent communication skills both oral and written
- Excellent organizational and planning skills

#### **Knowledge, Skills and Abilities:**

- Able to handle multiple tasks efficiently
- Self-motivated to learn new concepts and participate
- Computer literacy is an essential requirement
- Must be able to take instructions and work independently

#### **Conditions of Employment:**

- Must be able to provide a clear CPIC with vulnerable sector check
- Access to vehicle with valid driver's license considered an asset

Please forward your cover letter and resume to email: [humanresources@batchewana.ca](mailto:humanresources@batchewana.ca)

Subject line: COMMUNICATIONS ASSISTANT summer position

**CLOSING DATE: March 31, 2024 AT 12:00pm.**

We thank all applicants for their interest, however only those selected for an interview will be contacted.