



FOUR HOST FIRST NATIONS

LIL'WAT | MUSQUEAM | SQUAMISH | TSLEIL-WAUTUTH

Position Description

Communications Coordinator

Contract: 4 months starting 01Nov2009

Reporting to: Communications Manager

2 positions

Position Description

The Four Host First Nations (FHFN) is seeking two talented individuals to join a dynamic team delivering world class programming for the Vancouver 2010 Olympic Winter Games. Reporting to the Manager, Communications, the Communications Coordinators will support the delivery of the FHFN/VANOC Communications Strategy for the 2010 Aboriginal Pavilion and Aboriginal Artisan Village and Business Showcase including assisting with media relations, stakeholder communications coordination, event planning and developing content for web, print and video. These positions will be responsible for ensuring the smooth flow of information amongst Communications team members, as well as other members of the FHFN/VANOC team.

This is an evolving position and responsibilities may shift over time. Titles may be adjusted from time to time to accurately reflect responsibilities.

Responsibilities:

- Support the implementation of the FHFN/VANOC Communications Strategy, including, but not limited to:
 - Acting as a point of contact for all media relations/communications inquiries for the FHFN/VANOC team and ensuring the smooth flow of information amongst team members
 - Assisting Media Relations Manager with implementation of Games-time media relations strategy for the 2010 Aboriginal Pavilion and the Aboriginal Artisan Village and Business Showcase. This includes coordinating interviews and tours, drafting responses to media inquiries and supporting the planning of media events
 - Working closely with Theme Day partners and other members of the FHFN/VANOC Communications Team to ensure all partner communications including press releases, website content, and collateral materials are delivered in line with VANOC/FHFN partner communications guidelines
 - Supporting the planning and delivery of the communications aspects of FHFN/VANOC events
 - Developing content for web, print, interactive display units and other communications channels
 - Assisting in the development of FHFN/VANOC videos.
- Attend team and Pavilion meetings as required





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Position Requirements

Education/Experience

- One to three years related communications experience
- Strong written and verbal communication skills required
- Strong organization, time management and general administrative skills required
- Proven ability to work in a team atmosphere and build strong working relationships
- Working knowledge of Microsoft Office suite, including: Word, Excel, PowerPoint and Outlook required
- Previous experience working in a fast-paced, multi-level, project based environment with emphasis on timelines and delivery an asset
- Knowledge and background of Aboriginal people, culture and contemporary issues an asset
- Previous experience working with multicultural or Aboriginal stakeholders an asset
- Previous experience working with diverse cultural backgrounds an asset
- Evening and weekend work scheduling required

Certificates, Designations, Languages required

- A degree or diploma, or relevant combination of education and experience
- Fluency in English required.
- Fluency in French preferred.

Applications

Resume with three references including contact information must be submitted.

**Submission Deadline: October 24, 2009 at 4:00 p.m. Pacific Time
(Please make submissions via email or fax)**

Address:

Karyn Holyk, GM 2010 Aboriginal Pavilion
Four Host First Nations Secretariat (FHFNS)
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