



TIIČMA MANAGEMENT SERVICES  
1250C IRONWOOD ROAD  
CAMPBELL RIVER BC V9W 6H5  
250-287-2775

*Businesses with heart*

## Job Posting

### Communications and Admin Support Position

**Summary:** This is an exciting opportunity to learn and work in the communications field. This position will support both the KCFN Government and Tiičma Management Services with communications. The Communications and Admin Support position implements both internal and external communications and some events. The Communications Coordinator will be responsible for maintaining and updating websites, newsletters and other materials. Training will be provided and some travel may be required.

**Start Date:** As soon as possible

**Location:** Working out of the Campbell River office

**Number of Positions:** 1

**Hours of Work:** 7 hours per day, Monday to Friday. There may be some nights and weekends depending on events or meetings

**Rate of Pay:** Determined based on experience and availability

**Full/Part time:** Full time

**Benefits:** Entitled to benefits after 90-day probationary period is successfully completed

#### **Duties:**

- Maintain and keep websites updated
- Develop and ensure delivery of newsletters
- Development of content for email and social media
- Coordinating special events
- Work with staff and leadership
- Gather information from departments for newsletters, posts and social media
- Support outreach and engagement
- Implement communication strategy and plans



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**Qualifications:**

- Good verbal communications skills
- Good organizational skills
- Good time management skills
- Able to work independently and as part of a team
- Able to work with MS Word, and Gmail
- Valid driver's license (asset but not required)

**Deadline to Apply:** Open until filled

**How to Apply:**

Please submit your resume to: Tina McLean, Executive Assistant Tiičma Management Services

**Email:** [tinam@tiicma.com](mailto:tinam@tiicma.com)

or

**Drop off:** KCFN Office 1250 Ironwood St., Campbell River or KCFN Office at Houpsitas

If you have any questions about the position you can call Tina McLean at 250-287-2775 or email her [tinam@tiicma.com](mailto:tinam@tiicma.com).