



Job Posting

Position: Communications Liaison

Department: Communications

Start date: ASAP

Wage: \$50,000 - \$60,000 per year

Hours of Work : 32-40hrs per week

Reports to: Communications Officer

Role:

We are seeking a motivated and detail-oriented Communications Liaison to support our internal and external communication efforts. This entry-level role is perfect for someone with strong writing, organizational, and interpersonal skills who is eager to grow within a dynamic communications team. The successful candidate will assist in crafting messages, managing media relations, and supporting cross-functional communication initiatives that promote UNB's mission.

Key Responsibilities:

- Assist in drafting, editing, and distributing internal and external communications including newsletters, press releases, social media content, talking points, and presentations.
- Serve as a liaison between the communications department and other internal teams to ensure consistent messaging and timely information sharing.
- Support the coordination of public relations and media outreach efforts, including maintaining media lists and tracking coverage.
- Help manage social media platforms and monitor engagement metrics.
- Participate in the planning and execution of events, campaigns, and communications strategies.
- Monitor and summarize news coverage and industry trends relevant to the organization.
- Maintain content calendars and support project timelines to ensure communications are delivered on schedule.

Qualifications/Experience:

- High School Diploma (or equivalent).
- Valid driver's license and access to a vehicle daily.
- Excellent written and verbal communication skills.
- Familiarity with social media platforms and digital communications tools such as Facebook, Instagram, and design tools such as Canva, Adobe Suite.
- Strong interpersonal skills and ability to work collaboratively across departments and community members.
- Consent to a criminal record check (no criminal convictions).
- Ability to travel within the community and attend training sessions or workshops, including outside the nation if required.

Required Knowledge, Skills and Abilities:

- Strong community engagement and involvement.
- Proficiency with current computer programs.
- Effective communication skills.

How to Apply:

Send cover letter and resume by via hand delivery, mail, or e-mail, to: hr@uppernicola.com

HR - Upper Nicola Band – General Delivery, Douglas Lake, BC V0E 1S0

Upper Nicola Band thanks all applicants. Only those shortlisted for an interview will be contacted.