



huu ay aht

ANCIENT SPIRIT, MODERN MIND

Full-time Position: Communications Assistant
Location: Port Alberni Government Office
Salary: Dependent on experience and education
Authority Relationship: Reports to Communications Manager

Function and Job Summary: The Communications Assistant role is to provide support to the Communications Department and to engage and stimulate interest in Huu-ay-aht community over different geographical areas. Work collaboratively to enhance communications between the HFN Government, Administration, Development Corporation, and the Huu-ay-aht citizens.

Key Accountabilities

- Implementing HFN's communications strategy and creating innovative communication tools to enhance the flow of information.
- Ensuring citizens are engaged and heard through several different avenues
- Tracking communication with citizens and generating reports based on feedback
- Ensuring communication is clear, concise, and timely, while keeping citizens and the public up to date on Huu-ay-aht's activities
- Working closely with the community outreach team
- Serving as a vital link between Citizens and the administrative team
- Working as part of a team organizing large and small events
- Familiarizing yourself with Huu-ay-aht culture and language, and ensuring it is reflected in all Nation communications
- Promoting a performance-focused environment in alignment with the HFN's values, culture, and business goals.
- Always maintain confidentiality
- Follow all COVID-19 safety and cleaning precautions
- Other duties as assigned

Operational Requirements

- Assists in the monitoring and evaluation of the effectiveness of communications programs through surveys, focus groups, and/or other means
- Responds to general inquiries from citizens, HFN government, administration staff, and the public
- Coordinates HFN spokespersons as required. Assists the communications manager to arrange interviews and news conferences when required. May represent HFN at community or other public events
- Familiar with all social media and able to communicate clearly, neutrally, and respectfully with citizens and the public on these platforms
- Valid Class 5 Driver's License
- Some travel, including overnight and/or weekends.

Office: Anacla Government Office, 170 Nookemus Road, Anacla, B.C., V0R 1B0

Phone: 1.888.644.4555/ 250.728.3414 Fax: 250.728.1222

Mail: Port Alberni Government Office, 4644 Adelaide Street, Port Alberni, B.C., V9Y 6N4 Phone: 250.723.0100 Fax: 250.723.4646



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- Willingness and ability to work overtime, including evenings and weekends
- Successful background checks, employment verification, criminal records checks, reference checks, and education/credential verification

Education and Experience Requirements

- Communications or media training or education an asset
- Ability to use Microsoft programs, such as outlook, word, excel, teams (or zoom) and power point.
- Interest or familiarity with taking photos and recording video
- Ability to learn Adobe programs, such as Indesign and Photoshop
- Excellent oral and written communication skills
- Demonstrated ability to work independently and as part of a team
- Ability to work in a performance-focused, fast-paced environment in alignment with the HFN's values, culture, and business goals

We thank all applicants for their interest in this position; however, only those candidates selected for an interview will be contacted. Please email your covering letter & resume to HR@huuayaht.org by fax 250-728-1222 or mail Att: Human Resources Manager, 4644 Adelaide Street, Port Alberni, BC, V9Y 6N4. Please quote Administrative Support Worker Job Posting. Closing date for this position is **January 31, 2023, at 4:00 pm.**



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Vision - *The Huu-ay-aht envision a strong, self-governing, and self-reliant Nation. lisaak will guide us as we work together to foster a safe, healthy, and sustainable community; where our culture, language, spirituality, and economy flourish for all.*

Mission - *As a leader among First Nations, the Huu-ay-aht First Nations will create certainty for its community, generate wealth for financial independence, provide economic opportunities, deliver social, cultural and recreational programs for all Huu-ay-aht.*

Huu-ay-aht First Nations Values

PROFESSIONALISM

- Ethics – be prepared, on time and ready to work
- Ethics – be responsible for the success of your work and others
- Lead by example
- Respect - for confidentiality, yourself, and co-workers
- Work / Life Balance
- Work Smarter - Share your expertise and your successes
- Take pride in your work

RESPECT

- Golden Rule – Treat others how you want to be treated
- Listen actively and attentively to what people are saying and clarify
- Accept people for who they are and do not judge
- Basic Etiquette – remember the common courtesies, kindness & compassion
- lisaak
- Observe protocol and ceremony

HEALTH

- A healthy body, mind and soul through proper diet, sleep, and exercise
- Avoid burning out with a proper work / life balance
- Be positive - always remember to smile and laugh

- Care about each other, ask questions and follow up
- Be appreciative of one another and the work we do

EFFECTIVE COMMUNICATION

- Think twice, speak once
- Make sure your body language is sending the correct message
- Provide responses in a timely manner; acknowledge request and provide timeline
- Listen attentively and clarify

Trust

- Walk the talk - be honest, no gossiping
- Believe the good in everyone not the bad
- Voice your concerns, do not harbor them – clear the air
- Spend more time focusing on what you are supposed to be doing, and less time on what others are or are not doing
- Be happy and enjoy your work life

SUPPORT

- Be available to help and ask for help when needed
- Advocate and help one another
- Provide constructive criticism, not just criticism
- Do not gossip; stop gossip when it occurs
- Clarify and seek feedback from each other