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| **The Prince George Nechako**  **Aboriginal Employment & Training Association** | | | | |
| **Prince George**  **198 Kingston Street**  **Prince George, BC**  **V2L 1C3** |  | Phone: (250) 561-1199  Fax: (250) 561-1149  Toll Free: 1-800-510-0515  E-Mail: [pgnaeta@pgnaeta.bc.ca](mailto:pgnaeta@pgnaeta.bc.ca) |
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**JOIN THE TEAM AT PGNAETA**

PGNAETA is currently seeking to fill the position of **Communications Officer.** This individualwill provide support to the organization with the design, development and implementation of publications and promotional material, for private and public platforms including website, social media and public newsletters.

**QUALIFICATIONS:**

* Post-secondary education in marketing communications, public relations or related field
* An equivalent combination of education and/or work experience may be considered; however applicants will need to demonstrate how their education and experience meets the position and qualifications
* Excellent written and verbal communication skills (report writing, active listening and speaking skills)
* Attention to detail with strong organizational skills
* Must possess the ability to adapt to a constant flow of activity, a diverse and demanding environment and experience in maintaining privacy/confidentiality policies
* Ability to problem solve quickly and provide analytics on what practices are successful, applying them at later points in their work
* Criminal record check will be required

**WORKING CONDITIONS**:

* Must possess the ability to operate effectively manage multiple projects and ability to work within tight timelines.
* Must work well with limited supervision, and as part of collaborative team
* Some travel may be required

**POSITION REQUIREMENTS:**

* A proactive and action oriented attitude
* The preference to work in a collaborative and fast-paced, team environment
* Strong interpersonal and leadership skills, with the proven ability to manage a multitude of internal and external relationships in a multi-deadline environment
* Strong demonstration of ability to build and maintain relationships

**COMPENSATION:** Competitive salaries commensurate with education and experience

**APPLICATION INSTRUCTIONS:**

Applications can be forwarded via email to:

Nicole Doucette, RH Team Leader  
nicoled@pgnaeta.bc.ca

We thank all applicants for their interest in advance. Only those applicants who selected for an interview will be contacted, thank you.