



JOB OPPORTUNITY

Governance & Communications Assistant

Position Type: Full-time, Permanent
Location: Haida Gwaii

POSITION SUMMARY

Reporting to the Senior Executive Assistant, the Governance and Communications Assistant will support the governance and communications of HaiCo and its subsidiaries. The Governance and Communications Assistant will provide services to support the management team, board of directors, and create and design communication content for HaiCo and its subsidiaries.

DUTIES AND RESPONSIBILITIES

- Serve as the board of directors' secretary, developing meeting agendas, meeting schedules, and record and distribute minutes for board and committee meetings.
- Post and maintain HaiCo's corporate records on SharePoint.
- Coordinate travel arrangements for board of directors and management staff.
- Work closely with the Council of Haida Nation's Communication Department on HaiCo and its subsidiaries communications.
- Create and administer communication content on social media platforms and website.
- Create, design, and distribute HaiCo's quarterly newsletter and community announcements.
- Plan and coordinate community meetings.
- Ensure strict confidence in relation to all HaiCo businesses and board matters.
- Other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

- Excellent communication skills, both verbal and written.
- Excellent business writing and communication skills.
- Excellent organization, coordination, and time management skills.
- Strong computer skills, including proficiency in Microsoft Office, PowerPoint, SharePoint, and Adobe Acrobat and InDesign.
- Strong interpersonal skills and experience working as part of a team.
- Knowledge of Haida Gwaii and Haida culture.
- Awareness of Haida language embedded in our official communications.
- A proactive self-starter and ability to work independently.
- Valid Class 5 driver's license.

TRAINING, EDUCATION AND EXPERIENCE

- Post-secondary degree or equivalent combination of education, training, and experience.
- A minimum of 5 years' experience at an equivalent level of responsibility.
- Significant experience with coordination, planning, and working as part of a team.

HOW TO APPLY

Please forward your resume and cover letter to hr@haico.ca with the subject line *Governance & Communications Assistant*. Interested candidates must have the ability to provide writing samples as part of the interview process, upon request. Preference will be given to qualified Haida applicants. Only applicants to be interviewed will be contacted. **Application Deadline: January 14, 2022 at 4pm.**