



## COMMUNICATIONS AND SOCIAL MEDIA COORDINATOR

Are you an outgoing and friendly individual that thrives in a fast-paced environment? Are you motivated, organized, an excellent multi-tasker and have a passion for supporting those around you? Ka·kin has an exciting opportunity for a **Communications and Social Media Coordinator** in the East Kootenays of British Columbia. The Communications and Social Media Coordinator will actively participate in the Health, Safety and Wellness culture of Ka·kin while boosting the media presence of the organization through digital marketing and communication strategies.

### Key Job Duties

- Assist in the development and management of social media marketing and communications strategy.
- Recommend ways to improve the public's perception of the organization.
- Ensure all marketing and promotional materials align with the organization's brand.
- Plan and lead promotional events and community-based marketing initiatives.
- Establish strategic partnerships to grow the organizations brand.
- Manage and maintain the corporate website and social media platforms.
- Execute a results-driven social media strategy.
- Develop and curate engaging content for social media platforms.
- Assist in the creation and editing of written, video, and photo content.
- Maintain a unified brand voice across different social media channels.
- Collaborate with executive team to create a social media calendar.
- Monitor social media channels for industry trends.
- Interact with users and respond to social media messages, inquiries, and comments.
- Review analytics and create reports on key metrics.

### Knowledge/Experience Required

- Direct experience using social media marketing or content development.
- Bachelor's degree or diploma in marketing or related field considered an asset.
- Experience with website design and updates.
- Experience with Microsoft Office and Adobe Creative Cloud.
- Experience with administering social media platforms.

### Company Benefits and Perks

- Competitive base salary.
- Comprehensive Healthcare Benefits and Employee Assistance Program.
- Opportunities for career advancement.
- A dynamic, inclusive, and collaborative work environment.

### How to apply

Please email your resume to: [HR@kakin.ca](mailto:HR@kakin.ca)

If you have any questions, please email [HR@kakin.ca](mailto:HR@kakin.ca) or call 250-919-9988.



### **About Ka·kin Group of Companies**

Ka·kin Group Ltd., wholly owned by Yaqit ʔa·knuqʔi 'it (Tobacco Plains First Nation), is committed to nurturing the prosperity and sustainability for the Yaqit ʔa·knuqʔi 'it community and its members. The envisioned prosperity encompasses self-determined well-being, involving positive economic, financial, social, and cultural outcomes.

Yaqit ʔa·knuqʔi 'it has tasked Ka·kin with supporting Yaqit ʔa·knuqʔi 'it First Nation with economic sustainability. This is to be delivered through the enhanced participation in regional economies, alignment with key Alliance Partners for increased capacity and competency, creating new ownership opportunities within various operational entities, and engaging in developmental activities that align with the long-term vision and values of both the organization and the Nation.

*While we recognize the value of diversity and inclusiveness in the workplace and welcome applications from people of all backgrounds, prioritization will be provided to qualified Yaqit ʔa·knuqʔi 'it Members, Ktunaxa Members & Indigenous applicants.*

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