



Employment Opportunity

Position Title	Communication Coordinator
Wage range	Commensurate on qualifications & experience
Location	Jones Road, Ladysmith BC
Reporting to	Admin Lead
Weekly schedule	Monday - Friday
Hours/Day	8 hours; flexibility required based on work demands
Employment type	Full time employment

Stz'uminus Education Society

We provide learning opportunities for all ages, from infancy through to elder years, through our dynamic and integrated programs: Nutsumaat Lelum, Stz'uminus Primary School, Stz'uminus Community School, Post-Secondary & Continuing Education, Land-based Learning, Year 13/adults, Career Planning and job readiness.

Position summary

SES is looking for a Communications Coordinator. This role will support staff, students and the community through management and execution of SES communication strategies, ensuring effective internal and external communication

The position

- Creation and distribution of content, managing social media, and building relationships with media and the community.
- Developing and managing various communication materials, including newsletters, social media posts, website updates, and reports.
- Building and maintaining relationships with media, community groups, and other stakeholders.
- Assisting with the planning and promotion of SES events and activities.
- Developing and executing social media strategies, creating engaging content, and monitoring online conversations.
- Supporting the implementation of overall communication strategies and ensuring they align with SES goals.
- Facilitating effective communication within the school district, such as employee newsletters and internal announcements.
- Assisting with the development and implementation of communication plans during crisis situations.



- Manage the inventory of work tools and recording system access assignments
- Perform vendor management and coordination for office equipment and IT support partners.

What you bring

- Bachelor's degree in communications, marketing, or a related field is preferred.
- Prior experience in communications, public relations, or community marketing is often a plus.
- Strong written and verbal communication skills, excellent organizational skills, and the ability to work effectively with a diverse range of people.
- Proficiency in social media platforms, content management systems (CMS), and other relevant communication technologies.
- Aware of the importance of Trauma informed wellness for self and other
- High level of accuracy and attention to detail
- Self-motivated and a quick learner.
- Uses critical thinking skills to solve problems.
- Effective interpersonal and communication skills
- Working in a customer-oriented environment is an asset
- Knowledge and understanding of the importance of maintaining confidentiality
- Successful Criminal record check

To explore how we might work together,
we invite you to send in your application and cover letter via careers@stzuminus.com
Posting will be active until filled (only those shortlisted will be contacted for an interview)

