



**QWELMÍNTE
SECWÉPEMC
OFFICE**

JOB POSTING

POSITION: Qwelminté Secwépemc (QS) Internal & External Relations Assistant

LOCATION: Kamloops, BC **TERM:** Full-Time (1.0)

LEAD: Operations Manager

Position Profile:

The QS Internal & External Relations Assistant plays a pivotal role within the QS Office team, contributing to the coordination and inclusivity of implementing the Skú7pecen's Journey Letter of Commitment. This individual will offer administrative assistance to the Internal and External Relations team through organizing operations, meetings, events, working groups and supporting the required process for internal and external relationship building. Responsibilities include but are not limited to, developing, monitoring and implementing communication strategies and projects, as well as drafting and editing media releases and other communication materials.

Key Duties and Responsibilities:

- Support the implementation of internal and external communication strategies and projects.
- Provide administrative assistance to internal teams, including managing calendars and appointments.
- Aid in preparing presentations, reports, and organizing events.
- Draft and publish social media and web content according to the QS Office's applicable strategies.
- Track projects and media exposure, assisting in managing the company's public facing image.
- Work closely with the internal and external relations team, including contractors, on various tasks, activities, and deliverables.
- Ensure compliance with QS policies, standards, and procedures.
- Develop, maintain, and implement communication systems and virtual filing for the Internal and External Relations team.
- Utilize Microsoft Office 365, SharePoint, and OneDrive for electronic filing systems.
- Assist in meeting logistics, materials preparation, and booking accommodations for events.
- Support the creation and distribution of communication materials and financial procedures.
- Handle payment requisitions, purchase orders, travel claims, and invoices for the Communications team.
- Distribute reports and letters from the office and attend regular team meetings.
- Provide applicable mentorship to the QS Knowledge Builder's Program.
- Perform other duties as required for the position.