

Mailing Address
205 Beaver Road Suite #2
Smithers, BC V0J 2N1

PHONE: 250-847-2244



KYAH WIGET EDUCATION SOCIETY

Location Address
Beaver Road
Witset, BC V0J 2N1

Job Opportunity

Term: Immediately until the return of the incumbent

Position: fulltime coverage

Reception and Communications

Wage: \$17.87-\$23.15 depending on education and

experience.

Kyah Wiget Education Society invites applications for the internal posting for the position of reception/communications.

Preferred Qualifications:

- Familiarity with online educational data entry and programs such as 1701's, Teams, Mathletics, V Port, DIBELS, Docusign, as well as social media platforms.
- Implement communication strategies and be responsible for distribution of information to community and families through phone, posters, social media and website
- Typing correspondence, reports, other documentation
- Assisting in implementing projects, registrations, etc.
- Reception responsibilities of elementary education facility and program
- Photocopying, filing, maintenance of records
- Recording and typing for distribution of minutes from various meetings (board meetings, staff meetings)
- Complete orders for material and resources.
- Work with key internal role-players to brainstorm content ideas, in line with the organization's strategy and in support of various brand initiatives.
- Support and evaluate results of communication campaigns with the team.
- Build and maintain relationships with community members and key external role-players.
- Compile newsletter content and ensure consistent promotion of KWES programs

Other qualifications considered, but not mandatory:

- Valid driver's license
- Reliable transportation

Please include "Reception/communications" in the subject line. Individuals interested in this opportunity are invited to submit a letter of application and resume by **Monday Sept 23, 3:00 pm** to:

M.A. Burgess
Kyah Wiget Education Society
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Smithers, BC V0J 2N1
maburgess@kyahwes.ca