

EMPLOYMENT OPPORTUNITY

SERVICE AREA: Tribal Management

COMPETITION: TAEM-01-04-01-21

DEPARTMENT: Tribal Management

POSITION: Communications Coordinator

DATE POSTED: Apr-01-21

SALARY: \$55,000 - \$75,000

DEADLINE: Apr-12-21

STATUS: Full Time

NOTICE: DEADLINE TIME TO SUBMIT IS 12:00pm (NOON)

General Statement of Duties:

The Communications Coordinator directs all communications through the development and execution of Siksika Nation's communication plans which includes incorporation of Blackfoot/Siksika Language, culture, and traditions. In addition, the role consists of maintaining public relations with Siksika Nation members and other external stakeholders necessary for economic and social development within the Nation. The Communications Coordinator will gain public support for the Administration by advancing the Administration's Image, communicating its mandate, and actively displaying the Administration's involvement with the Nation's members.

Duties & Responsibilities: Duties include but are not limited to:

- Develop communication strategy with Nation members and external stakeholders to communicate Nation's activities and successes;
- Organize, manage, and present at meetings between Administration and Nation members to ensure purposeful communication and to gather needs of the Nation's members;

****SEE RECRUITMENT OFFICER FOR A COMPLETE JOB DESCRIPTION****

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills and Abilities:

Strong understanding of best practices in communication and application of best practices to the development of communication plans or policies; Ability to prepare effective presentations to large audiences or senior leadership within Siksika Nation; Knowledge of website content development and graphic designs; Ability to conduct interviews; manage meetings, and gather information or other needs of various internal and external stakeholders; Ability to promote organization's image and positioning to maintain public relations and support; Ability to use various media platforms (Facebook, Twitter, Online Website, and internal servers) to communicate to internal and external stakeholders; Interpersonal style demonstrating a personal commitment to organizational excellence, displays honesty, and a strong sense of ethics in all decisions and actions; Strong written and verbal communication skills, displaying personality, persuasiveness and attention to detail.

Education and Experience:

- Post-Secondary Degree or Diploma in Communications, Marketing, Journalism, or English
- Two to four years of communications experience, communication experience with First Nations Organizations or Government considered an asset.

Other:

- Ability to speak and write in the Siksika Language and moderate knowledge of Siksika Culture

SUBMIT APPLICATION & RESUME TO RECRUITMENT OFFICE

NOTE: *ONLY CANDIDATES GRANTED INTERVIEWS WILL BE NOTIFIED BY PHONE*

► **Please call Recruitment Officer before faxing documents**



**Contact HR Recruitment Officer – Tennie Running Rabbit
Siksika Human Resources Department**

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