



Siksika Family Services Corporation
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Communications Officer
Job Posting –Permanent F/T
Closing Date – May 16, 2022



GENERAL STATEMENT OF POSITION:

The Communications Officer is a committed and creative personnel who, under the broad guidance of the Chief Executive Officer, will provide a marketing and communication strategy, planning and execution for both corporate wide and program-specific identity efforts.

REPORTS TO: Chief Executive Officer.

DUTIES AND RESPONSIBILITIES:

COMMUNICATION STRATEGY

- Create and implement innovative approaches to communications and advocacy strategies in support of SFSC's mission and goals.
- Provide strategic leadership and vision of communications approaches supportive of SFSC's mission and objectives.
- Develop, maintain and update SFSC's communication strategy and associated work plan with short and long-term targets and objects. Monitor its implementation with concrete and realistic indicators that align with SFSC's mission and values.
- Promote and disseminate, targeting strategic audiences, SFSC's reports, programs and services, internal and external communication materials.

ORGANIZATIONAL COMMUNICATION

- Develop SFSC's public identity to ensure mission, and message continuity, coherence, integrity and effectiveness.
- Develop, support, and promote company goals, including message development, social media content creation and media outreach.
- Develop and disseminate public relations materials that increase our visibility among stakeholders and the community.
- Work with SFSC staff to determine communications needs and establish a culture in which communications work is fully integrated into all SFSC programs and activities.

SOCIAL MEDIA AND PUBLICATIONS

- Communicates with members of print, radio, and television media.
- Manages the development and presence on social media communication accounts and website.
- Develops content for the print, virtual and broadcast media.
- Coordinates the logistics and organization of media and advocacy events such as press briefings.
- ***Due to limited space the duties of this position have been shortened but a complete one will be made available to successful interview candidates only.***

EDUCATION AND EXPERIENCE:

- Certificate, diploma or degree in public relations, communications, marketing, journalism, business English and/or five years work experience in a related discipline.
- Completion of computer training or demonstrated computer knowledge and skill.
- Previous experience in communications is an asset with strong interpersonal, oral and written communication skills.
- High-level professional experience in proof-reading and editing work in English.

Resumes and cover letters should be emailed to familyserviceshrm@siksikafamilyservices.com before 11:00 p.m. of posting closing. Please quote posting #014-2022 on your cover letter.

Successful candidates are required to produce a clear Criminal Record and Child Intervention Check and Covid-19 immunization record prior to commencement.

SFSC thanks all applicants and wishes to advise that only those candidates selected for an interview will be contacted.