

Employment Opportunities



Position: Communications Specialist
Service Area: Siksika Media
Location: Siksika Nation
Salary: Based on Education and Experience
Date Posted: November 3, 2023
Closing Date: November 17, 2023
Competition Number: SMCS-01-11-03-23

POSITION SUMMARY:

The Communications Specialist is responsible for creating communications content on behalf of the Administration, and Siksika Media. The Communications Specialist will support our internal and external communications strategy, write, and disseminate publicity material, respond to inquiries from the public and media, and coordinate media and communication events. Wide range of duties that include writing press releases, developing website and social media content, writing for Aitsiniki and D.J. for our community radio station. They are also tasked with tracking campaign analytics and maintaining digital media archives. The position must also aim to preserve the Siksika Language and Culture using all Siksika Media's Communication Assets.

DUTIES & RESPONSIBILITIES: *Duties include but are not limited to:*

- Assist with the development of effective communication strategies for the Administration
- Write, edit, and distribute content, including publications, press releases, website content, annual reports, speeches, and other marketing material that communicates the organization's activities, products and/or services.
- Organize initiatives and plan media and communication events or press conferences.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Excellent interpersonal and communication skills, with the ability to interact professionally with stakeholders at all levels.
- Strong organizational and time management skills, with the ability to prioritize and multitask effectively.
- Demonstrated leadership and team management skills.
- Proficiency in using office software and applications, including Microsoft Office suite and document management systems.
- Strong problem-solving and decision-making abilities, with a proactive and solution-oriented approach.

Education and Experience

- Diploma in Journalism or Communication Studies from a recognized university or college required.
- One to Three years' experience in the media or related field required

Other:

- Valid Alberta Driver's license maintained in good standing with access to a personal reliable vehicle.
- Requires general knowledge of the Siksika Nation culture and some ability to communicate in the Siksika language.

EMAIL recruitment@siksikanation.com To Apply, Receive a Job Description or Employment Application form.
CALL 403-734-5567 or 403-734-5579 to learn more.
WEBSITE www.siksikanation.com

Position will be filled based on requirements and candidate qualifications. Priority: Siksika Members, Indigenous Community, then others.