

# Employment Opportunities



Position: Media Specialist  
Service Area: Siksika Media  
Location: Siksika Nation Tribal Administration  
Salary: Based on Education and Experience  
Date Posted: January 29, 2025  
Closing Date: February 13, 2025  
Competition Number: SMMS-01-01-29-25

## POSITION SUMMARY:

The Media Specialist is responsible for creating communications content on behalf of Siksika Nation Tribal Administration and Siksika Media. The Media Specialist will support our internal and external communications strategy, write, and disseminate publicity material, respond to inquiries from the public and media, and assist with media and communication events. Wide range of duties that include writing press releases, creating website and social media content, writing for Aitsiniki Magazine and a disc jockey for our community radio station 104.7 FM. 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:*

- Writer for Aitsiniki Magazine and Disc Jockey for radio station 104.7 FM
- Design media campaigns aligned with Siksika Nation Tribal Administration goals
- Create content (e.g. website, blogs, press releases and podcasts)
- Liaise with Communications and Media teams to ensure brand consistency
- Generate ideas for future stories and features that would interest the magazine's readers

## MINIMUM QUALIFICATIONS:

### Required Knowledge, Skills, and Abilities

- The ability to establish and maintain effective working relationships with the Administration, officials, media, staff and public.
- Superior organizational, administrative and time management skills.
- Superior verbal and written communication skills.
- Strong problem solving and decision-making skills.
- Proficient understanding of the Canadian Press style guide for writing news releases and stories.
- The ability to create and deliver accessible communications and documents.
- Strong photography and videography skills.
- The ability to help, knowledge, experience, skills, encouragement to team members and colleagues.
- Knowledge of Microsoft Word, Excel, Outlook, PowerPoint, Adobe Photoshop, InDesign, Illustrator and Premier.
- Knowledge of web design and coding for WordPress.
- Understanding of media relations and popular social media platforms, such as LinkedIn, Facebook and Instagram.

## Education and Experience

- Degree in Communication Studies an asset.
- 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.

EMAIL [recruitment@siksikanation.com](mailto: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](http://www.siksikanation.com)

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