

Employment Opportunities



Position: Communications Coordinator
Service Area: Communications Department
Salary: Based on Education and Experience
Date Posted: September 16, 2025
Closing Date: September 26, 2025
Competition Number: COO-01-09-16-25

POSITION SUMMARY:

The Communications Coordinator is responsible for supporting the planning, coordination and delivery of Siksika Nation Tribal Administration internal and external communications. The Communications Coordinator performs a variety of duties and works closely with all departments, leadership team and Council to deliver public awareness and educational campaigns, advertising, media relations, community engagement and digital and Online communications. The Communications Coordinator exercises considerable independent judgment, initiative, tact, courtesy and diplomacy while maintaining confidentiality.

Duties & Responsibilities: *see complete job description*

- Provide communications support services writing, photograph, graphic design, videography, social media and website updates and maintenance and other relevant services.
- Administer and supervise the day-to-day operations of the Siksika Communications department.
- Safeguard and maintain an inventory of the Siksika Communication offices and equipment.
- Collaborate with the Administration to enhance the Siksika culture through public relations and events.

Required Knowledge, Skills, and Abilities:

- Knowledge of Microsoft Office Suite.
- Knowledge of Adobe Creative Cloud, InDesign, Photoshop, WordPress, SharePoint, Microsoft Teams
- Knowledge of Final Cut Pro programs for video editing purposes.
- Knowledge of photography, recording and broadcasting equipment.

Education and Experience:

High School Diploma or GED equivalent.

Post-Secondary Education in Communications, Journalism or Media Preferred

Minimum of one year experience in supervisory position.

Professional Designation/Certification/Licenses:

Valid Alberta Class 5 Driver's License

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.