

Employment Opportunity



Position: Communications Specialist

Service Area: Ohkinniina ki Ninaaiks

Location: Siksika Nation

Salary: Based on Education and Experience

Date Posted: February 13, 2026

Closing Date: February 26, 2026

Competition Number: OKN-01-02-013-26

POSITION SUMMARY:

The Communications Specialist would be responsible for the outgoing communications for Ohkinniina ki Ninaaiks. This position will support Leadership, carry out communications, strategic goals and provide the transparency from the Office of Chief and Council to Maatapiiks.

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

1. Building and maintaining effective working relationships with Siksika Nation Tribal Administration departments and Siksika Nation related bodies and outside agencies.
2. Monitoring Social Media accounts and websites and updating as needed.
3. Developing media materials: press releases, media advisories, public service announcements.
4. Prepare, review and edit documents such as reports, memos and presentations.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- Excellent communications and interpersonal skills
- In-depth knowledge of policies and regulations related to the assigned field.
- Strong analytical and problem-solving skills.
- Proficiency in using specialized software or tools assigned to relevant function.
- Ability to maintain confidentiality and handle sensitive information with professionalism.
- Public Relations skills in working for events and general communication with Siksika Nation.
- Knowledge in creative communications and journalism
- Knowledge and skills to prepare and design materials in written, oral visual, audio-visual and website formats.
- Demonstrate the ability to work independently and in a team environment.

Education and Experience

Post-secondary Certificate in Communications or Administrative discipline required.

Minimum two years' experience in an administrative, social media management or communications related role.

Professional Designation/Certification/Licenses:

Communications or Administrative Certificate

Valid Alberta Class 5 Driver's License required.

Other:

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