



Employment Opportunity

Position: Administrative Specialist -Media

Service Area: Communications and Media

Location: Siksika Nation

Salary: Based on Education and

Experience Date Posted: July 15, 2026

Closing Date: July 29, 2026

Competition Number: T M -02-07-29-26

POSITION SUMMARY:

The Administrative Specialist plays a crucial role in providing specialized administrative support to enhance the efficiency and effectiveness of Siksika Nation Administration operations. This position involves handling a range of administrative tasks, managing information, and coordinating activities to ensure a smooth workflow. The goal is to contribute to the overall success of a specific function or body of work within a department's needs within the Siksika Nation Tribal Administration

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

1. Answer phone, greet visitors, take minutes, maintain filing system, business correspondence.
2. Maintain accounts payable and receivable.
3. Generate revenue through newspaper, radio and digital media advertising, and media services.
4. Develop a media marketing strategy and work plan.
5. Create and maintain databases for advertisers, clients, and equipment.
6. Maintain contracts for advertisers, equipment rentals, services contracts, bookings, and guests.
7. Active member of a team to complete requests for Siksika Media services.
8. Voice radio ads and other audio productions when necessary.

MINIMUM QUALIFICATIONS: Required Knowledge, Skills, and Abilities

- In-depth knowledge of policies, procedures, and regulations related to the assigned area.
- Strong analytical and problem-solving skills.
- Proficiency in using specialized software or tools relevant to the assigned function.
- Attention to detail and a high level of accuracy in work.
- Ability to prioritize tasks, manage deadlines, and handle multiple projects simultaneously.

Education and Experience

Office Administration Certificate or related certification required.

Three years' experience in an administrative role with similar transferable skills as required for the role.

Professional Designation/Certification/Licenses:

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