

Employment Opportunities



Position: Media Coordinator
Service Area: Siksika Media
Location: Siksika Nation Tribal Administration
Salary: Based on Education and Experience
Date Posted: July 13, 2026
Closing Date: July 27, 2026
Competition Number: SM-01-07-13-26

POSITION SUMMARY:

The Siksika Media Coordinator will work under the supervision of the Siksika Nation Tribal Administration Communications Manager to ensure that a communication link between Chief and Council, the Siksika Nation Administration and the general Siksika membership is available. The position will also coordinate support services for various Siksika Nation departments/agencies in organizing media coverage for special events. To preserve the Siksika language and culture, the Media Coordinator will produce radio programming and magazine services for Siksika Nation.

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

- Provide media support services such as public address systems, news coverage, radio announcements, video production and other relevant services.
- Will ensure compliance of the Siksika Media Policies and Procedures, Canadian Radio-Television and Telecommunications Commission (CRTC) rules and regulations.
- Administer and supervise the day-to-day operations of the Siksika Media department.

MINIMUM QUALIFICATIONS:

Required Knowledge, Skills, and Abilities

- Knowledge of Microsoft Office Suite.
- Knowledge of InDesign, Photoshop, WordPress programs for the Aitsiniki publication.
- Knowledge of WideOrbit, Music Master, Natural Logs and SurferNetwork programs for radio purposes.
- Knowledge of Final Cut Pro programs for video editing purposes.
- Knowledge of recording and broadcasting equipment.
- Knowledge of basic accounting principles and procedures.
- Must have excellent public relations skills.
- Must have excellent verbal and written skills.

Education and Experience

- Post-Secondary Certificate in Business Management required.
- Post-Secondary Certificate in Journalism, Communication and Broadcasting preferred.
- Minimum 1 year experience in management and leadership position.

Other:

- General knowledge of the Siksika Nation Culture and some ability to communicate in the Siksika Language.
- Valid 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.