



Communications Coordinator – TRAINING Opportunity

Term Full-time, July 2022 to July 2023

Governance Department

Desired Qualifications:

A university degree or college diploma in public relations, communications, journalism, or a discipline related to a particular subject matter is usually required or a combination of work experience and/or education. Incumbent is to work in an environment that may involve crisis situations, to have strong communication skills both written and oral, knowledge of computer software including Microsoft Word, Excel, Access, Publisher, GroupWise, Abode, Class 5 Driver's License.

******This is a one-year trainee position. Candidates do not need to meet the above qualifications, but must demonstrate interest in communications and a willingness to learn.***

Main Duties:

- Develop, implement and evaluate communications strategies and programs designed to inform LSCFN citizens, employees and general teams and committees as identified.
- Develop, design and maintain LSCFN website.
- Gather, research and prepare communications material for internal and external audiences.
- Conduct public opinion and attitude surveys to identify the interests and concerns of key groups served by LSCFN.
- Develop and organize workshops, meetings, ceremonies and other events for publicity, fund-raising and information purposes.
- Prepare and deliver educational and publicity programs and informational materials to increase awareness of LSCFN programs and service, initiatives, and history.
- Initiate and maintain contact with the media.
- Arrange interviews, news conferences, and press releases.
- Act as liaison between leadership and the media.
- Promote special events for internal and external audiences as required.
- Assist in the preparation of 1-pagers, brochures, newsletters and other material.
- Arrange for the dissemination of community information via multi-media sources including radio, Internet, smoke signals, sandwich boards, posters, and other identified sources
- Willingness to learn traditional and cultural practices of LSCFN as applicable within our governance setting.
- Willingness to work within and implement LSCFN models, structures and practices.
- Value of participating in creating a learning environment.

LSCFN recruitment policy will apply.

If you are interested, please submit your expression of interest along with your resume by **4:30 P.M. Monday, July 11, 2022 to:**

Doris Johnson, Human Resource Officer
Little Salmon Carmacks First Nation
PO Box 135, Carmacks Y.T. Y0B 1C0
Phone: (867)863-5576 ext 280 Fax: (867)863-5710
Email: resume@lscfn.ca

If you require a job description, please feel free to contact us.