



Exciting Career Opportunity
Internal Communications Coordinator
Extended Closing Date: February 23, 2023

Under the direction of the Director of Operations and Director of Administration, this position is responsible for coordinating a range of communication services for the Sipekne'katik Band including the preparation and administration of a communication strategy that ensures internal and external communication efforts are effectively coordinated. This includes stakeholder communications, media relations, issues management, marketing communications, social media, speech writing and the development of public announcements and other public communications documents.

Responsibilities:

- Acts as Lead in developing and implementing Sipekne'katik's communications strategy.
- Facilitates accurate and timely communication of information on First Nation issues to outside stakeholders.
- Supports departments in the development of marketing and media plans.
- Acts as the first point of contact for social media band issues that includes preparing media releases.
- Works with departments to assist in the formulation of public engagement plans.
- Ensures brand and visual identity Policies for Sipeknekatik are in place and utilized.
- Acts as the Band's Ombudsman that includes receiving and processing complaints filed with Sipeknekatik.
- Drafts speeches for the Leadership team that includes speaker notes for the Chief.
- Oversees the Band website and content development
- Other related duties as determined by Supervisor

Qualifications:

- Post Secondary Education in related field with Minimum of three (3) years related experience.
- An equivalent combination of education and experience will be given consideration.
- Knowledge of Indigenous and/or Mi'kmaq communities/organizations with willingness to learn.
- Ability to prioritize, organize and self-manage with unpredictable work loads.
- Excellent writing, editing skills and grammatical knowledge with the ability to effectively advise others and support their writing efforts.
- Knowledge and experience in creating content using different writing styles for different purposes and for varied media (e.g. marketing and persuasive, public relations, advertising copy, web and online content, technical).
- Ability to write effective policy documents.
- Strong understanding in online communications with the use of social media.
- Ability to proactively develop positive and professional working relationships with internal and external stakeholders in a First Nations environment.
- Proficiency in Microsoft Office, website content development and social media platforms.
- Must have a valid driver's license & reliable vehicle with automobile insurance
- Must submit a satisfactory criminal records check. Having a criminal record is not

necessarily a determinate factor.

A complete job description is available upon request.

Benefits

Salary to commensurate with qualifications. This position comes with a variety of benefits including health, dental, disability and life insurances, an employee & family assistance program and employer pension plan.

Please apply with a resume, cover letter and criminal records check to:

Human Resource Manager

Email employmentapplication@sipeknekatik.ca

Or

Mail/drop off: 522 Church Street, Indian Brook, NS B0N 1H0

We are an equal opportunity employer; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference Policy of the Canadian Human Rights Commission. The Band will not assume any expenses related to any job-related application process, included but not limited to travel, relocation, and application development. Please note certain positions come with mandatory employee benefits. Only those applicants who qualify for an interview will be contacted. This competition may be used to staff future related job opportunities with Sipeknekatik.

