

# MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY



<b>Position:</b>	<b>COMMUNICATION COORDINATOR</b>
<b>Duration:</b>	<b>Part time temporary for 26 weeks. May become full time temporary.</b>
<b>Salary:</b>	<b>\$16 to \$20/hr, based on qualifications</b>
<b>Start Date:</b>	<b>As Soon As Possible</b>

Under the direct supervision of the First Nation Administrator, the individual hired be responsible for the communication activities required to inform the membership of Moose Deer Point First Nation about various Council-directed initiatives.

## Qualifications:

- Minimum Grade 12. Post-secondary education preferred.
- Must be a self-starter and self-motivator with excellent demonstrated communications skills, both written and spoken.
- Understanding and knowledge of Moose Deer Point First Nation and community concerns.
- Excellent interpersonal and organizational skills. Ability to work independently with minimal supervision and as an active team member.
- Proficiency with MS Office business applications, Internet and web-enabled communications applications
- Willingness and ability to work variable work hours, including weekends and evenings.
- Must possess a valid driver's licence, have reliable transportation and be willing to travel as required

## Responsibilities:

- Develop, implement and evaluate communications strategies and programs designed to inform members, employees and the general public of various Council-directed Initiatives.
- Develop and facilitate information meetings.
- Gather, research and edit material for internal and external audiences.
- Prepare and deliver educational and publicity programs to increase awareness of initiatives.
- Preparation of brochures, reports, newsletters and other material.
- Organization and confirmation of venues, catering, invitation mail outs and attendance for and including, meetings, events and open houses.
- Document control of fact sheets, newsletters, brochures, handouts, etc.
- Assist with production and coordination of display and audio visual material.
- Respond to correspondence.
- Respond to and/or relay issues and concerns from the community.
- Assist with the Coordination and organizing of Council in speaking engagements and events, and obtain feedback from membership.

Please submit your updated resume and cover letter to the First Nation Government Office, Attention: Colette Isaac, Administrator on or **by April 12, 2019**. Resumes will be accepted at the Government Office or by email to [colette.isaac@moosedeerpoint.com](mailto:colette.isaac@moosedeerpoint.com). Please put "Communication Coordinator" in the subject line or sealed envelope.

**We thank you for your interest in employment with the Moose Deer Point First Nation, however only those candidates demonstrating the above noted qualifications will be contacted for an interview.**