



WE ARE HIRING !

Communications Officer

*Are you a great communicator and love writing in all its forms: social media, advertising, and strategy? The Micmac Nation of Gespeg is looking for a **Communications Officer**. The successful candidate will be a dynamic and organized individual with excellent written and verbal communication skills.*

Under the immediate supervision of the Executive Director the employee will be responsible, among other things, for:

- Developing and writing a variety of documents, whether administrative or promotional
- Organize face-to-face or virtual events (trainings, conferences, workshops, networking activities, etc.)
- Develop and implement communication plans and promotional strategies for Gespeg First Nation
- Develop and implement information tools
- Liaise with the media; coordinate press conferences, as required
- Develop and prepare different information tools promoting Gespeg First Nation's activities such as newsletters, brochures, pamphlets, press releases, press releases, press releases, annual report, PPT presentation, etc.
- Ensure monitoring and management of media and social networks; manage the organization's website
- Conduct interviews, report on sporting, social and cultural events.

Requirements and qualities sought

- A bachelor's degree in communication or a field related to communication or extensive work-related experience
- Have a minimum of two (2) years' experience as a communications or liaison officer or other relevant experience
- Writing ability in English and French required
- Strong interest in working with First Nations
- Knowledge of the Environment and Political Issues of First Nations
- Knowledge of provincial and federal political systems
- Knowledge of marketing (an asset)
- Knowledge of Microsoft Office software: Word – Excel – Outlook-Power Point
- Knowledge and use of social media as a communications strategy
- Demonstrate interpersonal skills
- Be comfortable expressing yourself in public

Work conditions and benefits

- Full-time job (35 h/week)
- Place of Employment: Administrative Offices of the Micmac Nation of Gespeg
- Compensation: According to the salary scale in place
- Fourteen (14) paid public holidays; two (2) weeks vacation at Christmas, office closes at noon (12:00) on Fridays during the summer
- Group insurance and pension plan
- Be able to travel, as needed
- Criminal background check required

If you are interested in this opportunity, please send your resume to:

Position: Communications Officer - NATION MICMAC DE GESPEG to the attention of Micheline Roy;
by email: michegabe@gmail.com or by mail: 30243, route 134, McLeods, NB, E3N 5T9 or directly at the reception of the Administrative Offices of the Nation. Your application must be received by **September 5, 2022, at 5 p.m.**

With equal skills, this offer prioritizes the members of the Micmac Nation of Gespeg. Only candidates selected for interviews will be contacted.