



Communications Officer Job Opportunity

Position: Communications Officer
Department: Executive Council Office
Supervisor: Executive Director
Type: Full-time; Permanent, 35 hrs/wk
Location: Watson Lake, YT
Salary: Salary is dependent upon experience and qualifications
Closing Date: July 1, 2022, at 4:30pm YST

Reporting to the Executive Director, Communications Officer holds the important role in helping get the information from the Liard First Nation (LFN) Government to our members. This position requires strong written and oral communication skills as well as strong attention to detail. The incumbent will have strong time management and organizations skills. This position will work closely with Senior Management, to help build the LFN website, social media presence, and newsletters to reach as many members as possible with information.

Main Duties

- Create and implement a yearly communication plan for the LFN government.
- Navigate correspondence between LFN administration and community members during the engagement sessions for the Comprehensive Community Plan.
- Help identify, develop, and maintain key communication channels, adapting, and improving them in line with external trends and LFN needs.
- Create and maintain a community calendar of events.
- Create poster announcements that can be displayed for in person viewing as well as on social media or other digital platforms.
- Provide support to directors who are hosting community events for advertising the event and providing information on how to attend.
- Gather, format, and edit materials provided by Directors for a Quarterly/Monthly/Seasonal newsletter to members.
- Maintain the LFN website and social media pages.
- Maintain confidentiality with the materials and resources provided.
- Take photographs during LFN led community events.
- Edit photos taken during events and create communication pieces after the events.

Mandatory Qualifications

Education: Highschool diploma or equivalent. Formal education or training in communications would be considered an asset.

Experience:

- Experience working in an office setting, and maintaining a high level of accountability, professionalism, and confidentiality an asset.
- Experience working with computer software such as Canva, Adobe Creative Suite, Wordpress, Editing software, Microsoft Office Suite, social media applications.

Conditions of Employment

- RCMP Criminal Record check will be required.

To Apply

Please submit a cover letter and resume to the LFN's Executive Office or email resume@liardfirstnation.ca. Preference will be given to Kaska and Indigenous people who meet the minimum requirements.

Thank you to all who apply, however, only those selected for an interview will be contacted.

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