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ENOCH CREE NATION
HUMAN RESOURCE DEPARTMENT

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EMPLOYMENT OPPORTUNITY – 8 MONTH CONTRACT - COMMUNICATIONS COORDINATOR

ENOCH CREE OFFICE OF THE CHIEF DEPARTMENT

CLOSED COMPETITION

(BAND MEMBERS ONLY)

JOB PURPOSE: The Communications Coordinator, reporting to the Chief of Staff, is responsible for connecting Enoch Cree Nation to the media. The Communications Coordinator maintains the Enoch Cree Nation's website, advertising program, Newsletter, planning documents, brochures, social media, and contributes to the overall functioning of the Communications Department. The position assists in designing and implementing Enoch Cree Nation's public engagement activities and will develop a multimedia program. This position is intended to improve a company's public image by spreading news about Enoch Cree Nation.

Produce communications materials. Write and edit a variety of content (advertising copy, news releases, etc.) for various channels, including but not limited to print, web, video production, and social handles. To creative photos and assist with event planning. Be prepared to lead projects from start to finish with minimal input. Consult with clients on project objectives, research issues and opportunities, and draft communications strategies and plans. Develop strong working relationships with staff and bring your service-oriented, problem-solving attitude to work every day. May also be required to attend conferences and type up notes.

The Communications Coordinator will have superior writing skills and a demonstrated ability to communicate effectively to diverse audiences using a variety of communications tools, and the ability to adapt style to target audiences. Have a high degree of competency in word processing, graphic design, web-based applications, as well as experience in updating webpages, and digital savviness. Have demonstrated project management skills will the ability to manage multiple projects under pressing deadlines. The ability to create proactive, timely and accurate information, quickly. Have great attention to details and work within tight deadlines. Be an "out of the box" thinker.

EDUCATION, EXPERIENCE AND REQUIREMENTS:

- The ideal candidate will have a diploma in communications, public relations or journalism.
- 3+ years' experience.

WORKING CONDITIONS:

Required to work Monday to Friday, 8:30 am – 4:30 pm, at the Administration Building, while adhering to the Enoch Cree Nation Human Resources Policy & Procedure Manual.

Closing Date: August 14, 2018

Interview Date: TBD

Start Date: TBD

Please submit cover letters & resumes to **Human Resource Department**

Email: recruitment@enochnation.ca Fax: 780.470.0463

Phone: 780.470.4505 Ext: 2221

ECN thanks all applicants for their interest in this opportunity. Only candidates considered for the position will be contacted for an interview