

EMPLOYMENT OPPORTUNITY – Wolastoqey Nation in New Brunswick

Communications Officer

The Wolastoqey Nation in New Brunswick (WNNB) consists of Madawaska Maliseet First Nation, Tobique First Nation, Kingsclear First Nation, St. Mary's First Nation and Oromocto First Nation. WNNB provides technical advice to Wolastoqey (Maliseet) leadership and Resource Development Consultation Coordinators (RDCCs) in resource development consultation matters that relate to the implementation and exercise of Wolastoqey constitutionally protected rights.

Overview:

The Wolastoqey Nation in New Brunswick (WNNB) is looking to fill the position of Communications Officer for a one contract. We are looking for an experienced Communications Officer to create and implement communications strategies to further our engagement goals. The individual will interact with media and the public and establish productive relationships within our communities. The ideal candidate should have a strong track record of success in the communications sector or related fields, as well as excellent written and verbal communication skills.

Key Responsibilities:

The Communication Officer is responsible for planning and implementing communications inside and outside an organization. They will ensure that WNNB communicates consistent messages to all its different audiences, including employees, First Nation communities and the media. By managing the quality and consistency of communication, the person in this position will work toward increasing understanding and awareness of the organization and build positive attitudes.

Duties:

- Develop, support and promote goals, including message development, website and social media content creation and media outreach.
- Develop and disseminate public relations materials that increase our visibility.
- Build and maintain relationships with communities that will help advance our work.
- Identify large potential audiences and create strategies to effectively engage them.
- Work closely with Wolastoqey Chiefs and Director to develop and strengthen employee engagement activities.
- Weekly reporting to WNNB Board of Directors and RDCCs. (Resource development Consultation Coordinators)
- Managing and maintaining external communications for RDCCs and WNNB staff, including creation of an accessible database.

Requirements:

- Minimum of bachelor's degree in Communications, Journalism, Public Relations or a related field
- A minimum of two years experience in communications.
- Relevant experience may also be considered.
- Excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively
- Experience working in customer relations preferred
- Proficiency with Microsoft programs including Word, Access, Excel, & PowerPoint etc.
- Valid Class 5 Driver's license and access to a vehicle. Candidate must also show a willingness to travel.
- Excellent oral and written communication skills.
- A working knowledge of First Nation communities, culture, social concerns and language is essential.

Remuneration is commensurate with qualifications and experience. Working location is Kchikhusis Commercial Centre, St. Mary's First Nation, New Brunswick.

Applications should be submitted in confidence via email, with the subject line "Communication Officer", to:

human.resources@wtci-nb.ca. The deadline for applications is **June 21, 2018**.

Only those selected for an interview will be contacted.