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[www.saikuz.com](http://www.saikuz.com)

## Employment Opportunity

### Position Information

Position:	Communications Officer	Wage:	\$20-25/hour (experience dependent)
Position ID:	A-2204	Closing Date:	January 23, 2023
Supervisor:	Executive Assistant	Start Date:	February 3, 2023
Hours:	Part-time, temporary		

### Job Summary

The Communications Officer is responsible for initiating, executing, and supporting the activities in the areas of internal and external communication, media relations, education and promotional plans, and publication management with outcomes that support the overall goals and maintain a positive public image of Saik'uz First Nation. The Communications Officer will develop, implement, and evaluate communications strategies; draft and edit various communications documents for Saik'uz First Nation; plan, organize, and implement communications initiatives on behalf of Saik'uz First Nations member communities when required.

This position is intended to cover a medical leave.

### Requirements:

- Post-secondary education in the areas of public relations, media relations, marketing, or communications, or relevant work experience
- Proficiency and skill in reading, writing, and speaking English
- Skilled communicator
- Intermediate/advanced user of computers, the internet, and software applications such as Word, Excel, etc.
- Valid driver's license and reliable vehicle
- Discrete, confidential, punctual, and reliable

### Qualifications & Skills:

- Skilled at conflict resolution and able to work well with others
- Strong multitasking and prioritization skills
- Experience in an office environment an asset
- Experience with or knowledge of Saik'uz culture an asset

To apply, please email your cover letter and resume with the Position ID in the subject line to Marie Boivin, HR Manager, at [resume@saikuz.com](mailto:resume@saikuz.com).

We thank everyone for their interest; however, only those selected for an interview will be contacted.