



DEHCHO FIRST NATIONS

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EMPLOYMENT OPPORTUNITY COMMUNICATIONS ASSISTANT

Dehcho First Nations (DFN) is seeking a Communications Assistant who reports to the Communications Coordinator. The Communications Assistant plays an inter-departmental role that requires flexibility, quick – thinking, and excellent reading and writing skills to implement the strategic communications objectives for the DFN's Edézhíe department. The Communications Assistant is involved in all aspects of the development and deployment of Dehcho First Nations' internal and external communication strategies regarding Edézhíe. Primary responsibilities will be assisting the Communications Coordinator in Edézhíe program support. The Communications Assistant also helps with drafting and publishing documents and educational materials, summarizing research, and providing input for communications programming including planning, facilitating, scheduling, attending meetings, presenting, and keeping daily logs. The Communications Assistant works under the supervision of the Communications Coordinator, but may be directed to work with other members of the team such as the Edézhíe Regional Coordinator, Edézhíe Administrator, or Edézhíe Guardians and Community Coordinators.

QUALIFICATIONS:

1. Proven experience as a Communications Assistant or similar role; preferable that applicant provides certificate/diploma/bachelor's degree in communications or related field.
2. Strong working knowledge of communication principles and practices, able to solicit and incorporate feedback while maintaining professionalism in all communications.
3. Experienced in managing social media, keeping several online communications portfolios simultaneously, scheduling content, and following/developing social media script in response to queries.
4. Must have excellent oral, written and interpersonal communication with strong writing and editorial abilities. Must be quick to adapt to changes in scheduling and able to follow-up with partners and stakeholders with positive language.
5. Reading/writing and/or speaking Dene Zhatie an asset.
6. Experience working with First Nations organizations and communities an asset.
7. Working knowledge of social media and media tools/software such as Facebook, Microsoft Word, PowerPoint, Excel, WordPress, LinkedIn, Twitter, Canva, Google Drive, Dropbox, Adobe, and Outlook.
8. Familiarity with photo editing software is a benefit. Taking photos during events and special promotions is necessary.
9. Familiarity with different media formats an asset. Work may be accomplished through scripting, interviewing, or capturing/editing videos, photos, and audio. Editing experience (Adobe Premiere/iMovie, etc.) an asset.
10. Strong project management skills. Be able to meet tight deadlines and see a project through to completion, track objectives, and provide input on improving communications strategy.
11. Must have the ability to work effectively in a team.
12. Must be capable of maintaining confidentiality, with a high level of accuracy regarding sensitive information. Able to discuss and summarize legal agreements a necessity.

This position is being offered dependent upon funding and employee performance evaluation. Salary is based on qualifications and experience.

Application Deadline: **November 4, 2021**
Address Cover Letters to: Alison de Pelham, Executive Director
Send Applications to: Email: sara_mcleod@dehcho.org

For a detailed job description or more information, please contact Sara McLeod, Sr. Executive Administrator at the above email or phone (867) 695-2610/Toll Free: 1-866-995-3748.

Only those selected for an interview will be contacted