



Communications Coordinator

Reports to: Executive Director

Position Summary:

Under the direction of the Executive Director and Chief Negotiator and working with other team members, the Communications Coordinator keeps the Dehcho membership informed and updated on the progress of the Dehcho Process Negotiations, Leadership and Assembly meetings and Edézhíé Protected Area.

Responsibilities include keeping the membership informed of other important and critical issues, strategic planning, and budget preparation. The Communications Coordinator develops a communications plan and oversees the daily administration of the plan.

This position will also oversee the development, management and maintenance of all online communication vehicles for Dehcho First Nations, including but not limited to Dehcho First Nations' website, email templates and social media accounts.

Job Duties:

- Oversees the planning of and participation in events to foster better community relations
- Assists in the development and implementation of DFN programs to support building initiatives/innovation/program promotions
- Provides guidance and direction to team and reviews all materials to ensure communication is accurate, relevant and consistent with the Dehcho First Nations brand and overall Leadership and Assembly's message and position
- Provides guidance to ensure coordination and communication of message/news to both internal and external audiences
- Internal and External Communications
 - Builds community relations by attending events as needed
 - Creates and disseminates communications materials
 - Oversees the day-to-day media relations/media requests
 - Plans and oversees the production of press releases
 - Plans and oversees the preparation and production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, files and multimedia programs
 - Identifies audiences and appropriate media formats for communication
- Effectively manages resources and budgets for the communication and media services department
- Develops and implements online communications strategy ensuring alignments with internal communications statement and that it included day-to-day content development strategy and functional enhancements
- Serves as a Senior Editor and provides communications content
- Internal Communications
 - Evaluates the effectiveness of internal communications and report results back to Executive Director
 - Oversees and leads responsibility for production of a monthly newsletters, produces regular updates
 - Liaises and collaborates with employee groups and cross-functional teams as needed and helps

- provide creative solutions to communication problems
 - Leads internal communications resource to all departments
 - Creates and disseminates communications materials
 - Plans, develops, and executes internal communications with employees consistent with organizational policies and procedures
- Develops a communications plan and oversees daily administration of the plan
- Drafts, edits, and submits proposals as required
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- Oversees the development, management, and maintenance of all online communication vehicles, including but not limited to:
 - The Dehcho First Nations and Edézhíé websites
 - Social media accounts (including Facebook, Twitter, blogs, etc.)
- Ensures that all materials are developed and distributed according to an appropriate timelines
- Measures the effectiveness of the Dehcho First Nations communications strategy
- Articulates the organizational mission and vision statements
- Provides editing services to ensure that all communications are appropriately worded (both in grammar and in content)
- Presents to the Leadership as required, suggesting new directions and/or changes in the current direction of Dehcho First Nations' communications plan
- Analyzes potential new products/media to enhance the communications work of Dehcho First Nations
- Identifies audience and appropriate formats for media
- Attends meetings, negotiations sessions and assemblies and speaks to community leaders and community members
- Maintains briefing notes on political issues, negotiation sessions for each issue
- Visits communities to undertake public education and documents community concerns and feedback
- Other duties as assigned by the Executive Director

Core Requirements:

- Accountability
- Communication
- Organizational and Relationship Building
- Critical Thinking
- Planning and Organizing
- Results Orientation
- Strategic Thinking
- Networking and Relationship Building
- Teamwork

Job Qualifications:

- Brings three to five years of experience in communications, with strong written skills in English, proficiency in social media and video production
- Strong knowledge of Indigenous history in Canada and in particular of the Dene of the Northwest Territories
- A degree or diploma in communications, or equivalent combination of education, training and experience is preferred
- Supervisory experience is preferred
- Excellent oral, written and interpersonal communication skills with strong writing and editorial capabilities
- Ability to speak Dene Zaatie an asset

- Strong project management, prioritization, multi-tasking and time management skills with the ability to meet deadlines
- Ability to work independently and as part of a team
- Knowledge of printing procedures and requirements preferred
- Ability to absorb new ideas and concepts quickly and ensure they are clearly communicated to an audience
- Knowledge of the use and application of computer software such as MS Word, Excel, Power Point , Adobe Products, and web-authoring products
- Thorough knowledge of the principles of effective communications and mass media, publicity, advertising, policies, education, community relations, demonstration, organization structure and government relations
- Ability to work closely with multiple First Nations, understanding their community concerns and motivation to pursue answers to those concerns

CONDITIONS OF EMPLOYMENT

Full Time position. Mandatory insurance benefits package upon completion of requirements to access it. I have read and understand this job description. My supervisor has informed me that it is a general description of the duties, responsibilities, and qualifications required of my position, that forms the basis for my classification level and against which my performance will be evaluated.

Incumbent Acceptance by Signature

Print Name

Date

Signature