



# **KITIGAN ZIBI ANISHINABEG**

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## **JOB OPPORTUNITY – 1<sup>st</sup> POSTING /CORRECTION**

POSITION:	Communications Coordinator
LOCATION:	Kitigan Zibi Negotiation Office-Travel Required
WORK SCHEDULE:	35 hours a week.
Term:	Term Contract. Continued staffing is subject to annual priorities and confirmation of funding
SALARY:	Level 3. Range to be determined as per the KZA Salary Scale

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### Summary:

Reporting to the Chief Negotiator; the Communications Coordinator is responsible for aiding in the development and implementation of all the negotiating teams' communication strategies. The Communications Coordinator will aid in designing enhancements to and development of communications in order to promote the team and its mandate and goals. The Communications Coordinator is responsible in helping to ensure consistent and cohesive messaging that speaks to the community at large. Responsibilities also include completing communications programs when required by the Chief Negotiator within the specified deadlines and budgetary constraints. The Communications Coordinator will be responsible for completing various internal communications and providing input to the Chief Negotiator on various communications issues. The individual must be aware of current trends and react quickly to changes.

If you are interested in applying for the position, please forward your:

- a) covering letter and current resume
- b) copies of degrees/diplomas/training
- c) any other documentation and information that will support that you meet the mandatory qualifications. A clear police reference check will be required if considered for the position.
- d) contact information for 3 references
- e) copy of valid driver's licence

to Christina Commonda the Health Centre located at 8 Kikinamage Mikan, Maniwaki, Quebec by August 29, 2019 at 4:00 p.m. (EST). Incomplete application(s) will not be interviewed.

Contact information:

Email: [christina.commonda@kza.qc.ca](mailto:christina.commonda@kza.qc.ca) or [kzahumanresources@gmail.com](mailto:kzahumanresources@gmail.com)  
Phone: 819-449-5593  
Fax: 819-449-7411

Preference will be given to Kitigan Zibi Anishinabeg Band members in accordance with the Kitigan Zibi Anishinabeg's Preferential Hiring Policy.

It is the responsibility of applicants to ensure that all documents are submitted by the deadline. Contact information must be current and accurate. Initial contact is made by email if the one listed on your resume. Please make sure you review all sections of the incumbent qualifications and competencies so that your application is complete. Incomplete applications will not be considered for an interview.



## KITIGAN ZIBI ANISHINABEG

### Communications Coordinator Job Description

#### GENERAL INFORMATION

**Job Title :** Communications Coordinator  
**Category :** Professional  
**Sector :** Kitigan Zibi Anishinabeg  
**Location :** Kitigan Zibi Negotiation Office (Travel required)  
**Terms :** Term Contract—Continued staffing is subject to annual priorities and confirmation of funding  
**Hours :** 35 hours per week  
**Salary :** KZA Salary Scale Level 3  
in accordance with the *KZA Human Resource Policy*  
**Immediate Supervisor :** Chief Negotiator  
**Date of Job Description :** August 2019

#### SUMMARY

Reporting to the Chief Negotiator and Kitigan Zibi Anishinabeg Band Council:

The Communications Coordinator is responsible for aiding in the development and implementation of all the negotiating teams' communication strategies. The Communications Coordinator will aid in designing enhancements to and development of communications in order to promote the team and its mandate and goals. The incumbent is responsible in helping to ensure consistent and cohesive messaging that speaks to the community at large. Responsibilities also include completing communications programs when required by the Chief Negotiator within the specified deadlines and budgetary constraints. The Communications Coordinator will be responsible for completing various internal communications and providing input to the Chief Negotiator on various communications issues. The individual must be aware of current trends and react quickly to changes.

#### ACCOUNTABILITY

- Accountable to provide the necessary assistance to the Chief Negotiator and the Kitigan Zibi Anishinabeg Band Council to ensure the efficient and effective management of communications;
- Accountable to uphold the integrity of the negotiation process;
- Accountable to uphold and adhere to KZA Policies including the professional code of conduct, code of ethics, oath of confidentiality and all other legally binding policies or laws.

#### KEY DUTIES

- Prepare and media and medium selections and understand how those selections affect the target audience;
- Aid in promoting brand initiatives consistent with team's goals and objectives;

- Build communication templates;
- Maintains and updates/inputs information on organization's website;
- Communicates and negotiates with promotional partners as needed for joint marketing activities;
- Monitors, evaluates and reports on relevant activities and makes recommendations based on findings/opportunities discovered;
- Analyzes potential new products/media to enhance the marketing/communications work of the organization;
- Ensures that all materials are developed and distributed according to an appropriate timeline;
- Oversee the development, management and maintenance of all online communications vehicles including but not limited to kza website; emails; online social media (facebook, twitter, blogs, webcasts; podcasts, videoconferencing)
- Plan, develop and execute internal communications consistent with KZA policies and procedures;
- Supports the Chief Negotiator in answering enquiries from media, individuals and other organizations;
- Researches, writes and distributes approved press releases to targeted media to determine the concerns and expectations of the community;
- Organizes events including press conferences exhibitions, open days and press tours;
- Performs clerical and support work necessary to accomplish mandates;

**KNOWLEDGE AND SKILLS**

- Theories, principles, and practice of Communication Strategies and procedures;
- Highly effective project management, prioritization, multi-tasking and time management skills to meet deadlines;
- Excellent written and verbal communication skills;
- Excellent understanding and familiarity of brand building and management;
- Organization skills to ensure efficient client/information flow and meet concurrent demands;
- Ability to grasp technical concepts;
- Knowledge of printing procedures and requirements preferred;
- Excellent computer skills;
- Knowledge of privacy laws and pertinent considerations around media relations management;
- Demonstrated knowledge of Aboriginal customs and traditions;
- Knowledge of KZA policies, including Human Resources Manual, and KZA Code of Ethics, Professional Code of Ethics and applicable laws.

**CONTACTS**

- Supports and assists the Chief Negotiator with daily administrative operations; provides input on policy and procedural changes.
- Maintains positive relationships with co-workers and public;
- Liaises and networks with local service providers, supply companies.

**MANAGERIAL/SUPERVISORY**

<b>Human Resources:</b>	<ul style="list-style-type: none"> <li>• May on occasion supervise contract staff or student workers.</li> </ul>
<b>Financial Resources:</b>	<ul style="list-style-type: none"> <li>• Assigned spending authority to make purchases and sign media and computer licencing agreements</li> </ul>

<b>Material Resources:</b>	<ul style="list-style-type: none"> <li>Oversees and maintains management of electronic and hard copy media files and ensures protection, confidentiality and restricted access.</li> </ul>
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<b>ENVIRONMENTAL FACTORS</b>	
<b>Psychological and Physical Effort:</b>	<ul style="list-style-type: none"> <li>Manages medium level stress and multi-tasks daily;</li> <li>Mental alertness to changing and challenging situations;</li> <li>May be required to be part of a team.</li> </ul>
<b>Working Conditions:</b>	<ul style="list-style-type: none"> <li>Works in an office setting; Manual dexterity required to use desktop computer and peripherals;</li> <li>Occasional weekend and evening work and travel may be required;</li> <li>Prolonged periods of viewing computer screens, reading;</li> <li>Required to attend staff meetings, workplace safety training</li> </ul>

<b>INCUMBENT QUALIFICATIONS</b>	
<b>Education and Experience</b>	<ul style="list-style-type: none"> <li>Undergraduate degree in one of the following fields of study from a recognized university: Communications, Journalism, Sales, Marketing, Advertising, Business administration or an equivalent combination of experience and education At a minimum</li> <li>Two to Three years experience in a non-for profit sector including the handling of corporate communications, original writing, editing and public relations.</li> <li>Direct experience with graphic design, web page development and other related software tools including CMS (Content Management System-Wordpress)</li> <li>Experience in creating and executing successful email marketing, internet marketing and direct marketing programs</li> </ul>

<b>INCUMBENT COMPETENCIES</b>	
<b>Knowledge:</b>	<ul style="list-style-type: none"> <li>Knowledge and awareness and Kitigan Zibi Algonquin culture.</li> </ul>
<b>Abilities:</b>	<ul style="list-style-type: none"> <li>Capacity to work in a multi-tasking context;</li> <li>Exceptional command of the English language including grammar, punctuation and spelling;</li> <li>Ability to absorb new ideas and concepts quickly and to ensure they are clearly communicated to an audience;</li> <li>Ability to manage and coordinate the end to end development process while meeting deadlines.</li> <li>Ability to work with standard computer software conducive to the office environment primarily with Microsoft word applications.</li> <li>Keen interest in working in a First Nations environment;</li> <li>Ability to establish priorities and possess effective time management skills.</li> </ul>
<b>Personal Suitability:</b>	<ul style="list-style-type: none"> <li>Discretion and diplomacy;</li> <li>Reliability and autonomy;</li> <li>Ability to maintain healthy professionalism and respect in the workplace</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Politically and culturally sensitive;</li> <li>▪ Strong morals and ethics and commitment to privacy;</li> <li>▪ A well defined sense of diplomacy including solid negotiation, conflict resolution and people management skills;</li> <li>▪ Ability to establish and maintain effective working relations with multiple stakeholders.</li> </ul>
<b>Certification/Licenses to maintain for duration of employment:</b>	<ul style="list-style-type: none"> <li>▪ Valid driver's license for the duration of employment;</li> <li>▪ Criminal record verification will be required if considered for the position. The incumbent must not possess any criminal record (s) related to working in the profession and maintain throughout employment;</li> <li>▪ Must provide medical certificate of good health if considered for the position;</li> <li>▪ Valid First Aid and CPR Training Certification or ability to undergo training within 3 months of being hired;</li> <li>▪ Must follow all safety precautions and protocols;</li> <li>▪ Legally able to work in Canada.</li> </ul>
<b>Assets:</b>	<ul style="list-style-type: none"> <li>▪ Ability to communicate in Algonquin;</li> <li>▪ Fluency in both written and oral French an asset</li> </ul>