



Marketing and Communications Coordinator

Full-Time one (1) Year Term Position

At Bigstone Cree Nation, we are seeking for creative, innovative individuals with a passion for the First Nation Culture. We offer a work environment that will inspire, energize and motivate you to reach your aspirations. We value diversity and are committed to an inclusive, accessible work environment where collaboration, understanding and mutual respect bring out the best in all of us. **The Administration Department along with Bigstone Health Commission** in Wabasca, AB is seeking for a highly motivated, well-organized individual with experience in marketing and communications.

DUTIES AND RESPONSIBILITIES:

- Understanding of the marketing and communication planning processes;
- Developing, implementation, assessment and management of a centralized cohesive internal/external communication plan;
- The communication plan will outline the goals and objectives of activities for Bigstone Cree Nation as a whole heightening the awareness, addressing multiple audiences, and delivering a coherent and unified message to internal/external audiences;
- Conduct research, interviews, writing and editing communication documents;
- Identify and develop the pathways to reach isolated members and identify services and supports as needed;
- Prepare and write news releases on behalf of Bigstone Cree Nation;
- Must have knowledge of emerging media, social media, and technical solutions;
- Collaborate with all Bigstone Cree Nation departments and entities to develop, maintain and execute resources not limited to posters, pamphlets, brochures, auto-visuals, advertisements, reports, articles, newsletters, displays depicting current services and events;
- Developing content for marketing and communication materials by working across the Nation to identify objectives, gather relevant facts and synthesize into powerful messages;
- Maintain and update Bigstone Cree Nation website and social media platforms;
- Be available to photograph, video record events and/or promotional videos;
- Monthly newsletter highlighting monthly activities (organize, gather info, print and distribute);
- Provide report “Year in Review” for Bigstone Cree Nation and an “Annual Report” for Bigstone Health Commission;
- Perform other duties and responsibilities as required.

THE SUCCESSFUL CANDIDATE WILL HAVE THE FOLLOWING SKILLS AND ATTRIBUTES:

- Excellent communication, written and interpersonal skills;
- Great organization and multi-tasking skills;
- Demonstrate a strong professional work ethic;
- Ability to work independently, and in a team setting;
- Maintain high degree of confidentiality;
- Willing to travel within Bigstone Cree Nation geographic area(s) / destinations;
- Ability to understand and speak Cree would be an asset;
- Willing to take training as required;

QUALIFICATIONS:

- Diploma in Communications, Marketing, Public Relations, Journalism, or Broadcasting or two years related equivalent experience;
- Experience coordinating, advertising, publications and events;
- Experience with digital design software, including but not limited to: Adobe suite, Photoshop, Illustrator; proficient with Microsoft Office suite;
- Knowledge and awareness of First Nations communities and culture;

Interested applicants are to submit the following documents along with their up-to-date Resume;

- Cover Letter.
- Three (3) work related references.
- Current Criminal Record Check.

If you would like to work with an amazing team, please submit your resume and all supporting documents in confidence to:

Colleen Alook - Human Resources
Bigstone Cree Nation
P.O., Box 960, Wabasca, AB, T0G 2K0
Phone: (780) 891-3836 | Fax: (780) 891-3888
Email: humanresources@bigstone.ca

CLOSING DATE for this employment opportunity: Until a suitable candidate is found

We wish to thank all candidates for their interest; however, only those candidates selected for an interview will be contacted.

Posted May 15, 2023