



First Nation of Na-Cho Nyäk Dun
EMPLOYMENT OPPORTUNITY

POSITION TITLE	Communications Coordinator
DEPARTMENT	Administration
SUPERVISOR	Operations Director/Executive Director
DATE POSTED	April 29, 2019
STATUS	Regular – Part-Time
SALARY CLASSIFICATION	Level 5
CLOSING DATE	FRIDAY, MAY 10, 2019

Job Summary:

Reporting to the Executive Director, this position is responsible for ensuring that the citizens of NNDFN are well-informed and play an active role in the planning of events, news, and other events that take place through the NNDFN. The incumbent will play a key role in creating and enhancing opportunities for effective communication; developing branding strategies and promotional materials; photographing special events; creating/maintaining NNDFN social media sites and the NNDFN website. Coordination of communication across NNDFN departments will also be significant.

Qualifications:

- Demonstrated experience in communications
- Artistic skills
- Photography skills
- Exemplary oral and written communication skills.
- Ability to use different methods to share information
- Demonstrated presentation and organizational skills
- Ability to set limits with respect to privacy rights and the need for confidentiality
- Strong speaking skills
- Familiarity with information technology, web design, video presentations
- Ability to maintain effective work relationships.
- Marketing experience would be an asset.

For a copy of the job description or to submit your Cover Letter and Resume please contact:

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