



“TOGETHER WE WILL CONTINUE TO BUILD A STRONG MÉTIS NATION”

Term Communication Administrator

The Provincial Office of the Métis Nation of Alberta (MNA) is recruiting for a 6 month Communications Administrator (CA). Reporting to the Director of Health & Wellness, the CA will be responsible supporting the development of proactive and effective communications. Other CA responsibilities include website updates, news releases, newsletters, bulletins, brochures, annual report production, media relations and other written materials.

Key Duties & Responsibilities

- Support communications objectives of the MNA Provincial Council.
- Compose, edit, design and produce publications such as newsletters, community correspondence and annual reports.
- Write news releases, speeches, articles and briefing notes.
- Prepare PowerPoint presentations.
- Edit and organize the publication of documents.
- Monitor website content, update and maintain as needed.
- Media Relations, including the coordination of interview requests and the maintenance of a media contact data base.
- Monitor Media with regard to MNA priorities.
- Assist in the coordination of workshops, conferences, meetings and Annual General Assembly.
- Other duties as assigned.

Skills, Knowledge and Qualifications:

This position requires a proven level of initiative and judgment in order to organize and prioritize daily tasks and long-term objectives. Tact, diplomacy and a commitment to teamwork are required in dealing with colleagues in an everyday working environment.

- Superior written and oral communication skills
- Excellent interpersonal skills
- Ability to convey messages to different audiences
- Knowledge of issues affecting Métis people
- Strong technical skills and knowledge of digital media
- Ability to produce professional documents, reports and presentations
- Must be familiar with Adobe, InDesign, Illustrator and Photoshop
- Political sensitivity and ability to deal with confidential information
- Understanding of media relations
- Knowledge of marketing and communications principles and practices

Education and Job Knowledge:

Post-secondary education with a focus on professional writing, journalism, communications, public relations or equivalent work related experience.

Experience:

Minimum 3-5 years of experience.

Closing Date: April 16, 2017

Submit your resume to:

Métis Nation of Alberta
#100, 11738 Kingsway Avenue,
Edmonton, Alberta, T5G 0X5
E-mail: employment@metis.org

The Métis Nation of Alberta thanks all applicants for their interest; however only those applicants selected for interview will be contacted. No phone calls please.