



PEERLESS TROUT FIRST NATION

Employment Opportunity

Communications Officer

PTFN Administration

Full-time Permanent Position

Peerless Lake, Alberta

Working together, with community members and leadership we commit to bringing different programs that will promote healthy living and active supports for all people in the communities of Peerless Lake and Trout Lake, known as the Peerless Trout First Nation. Peerless Trout First Nation is located 68 kilometers northeast of Red Earth, Alberta.

Reporting to the Executive Director, the Communications Officer is responsible for external and internal communications, media relations, issues management, brand management, social media, event marketing and coordination. This position also plays a key role in supporting government, stakeholders, and community engagement activities.

Mentorship and training will be provided for the right candidate providing they have completed their High School Diploma and are able to demonstrate a passion and a talent for writing and verbal communications.

KEY RESPONSIBILITIES:

1. Internal Communications Support

- Design a wide range of communications materials such as flyers, brochures, and social media posts.
- Circulate communications materials door to door and by mail.
- Coordinate external representation at events, trade shows, fairs, and workshops.
- Conduct surveys to determine membership communications and engagement preferences and provide recommendations to the Executive Director.
- Help plan events (Open Houses, Career Fair, Treaty Days), develop communications materials to market events, and promotes events to encourage participation.

2. External Communications Support

- Organize media relations and public speaking training for key staff, write news releases, facilitate media interviews, act as PTFN key spokesperson, and prepare presentations for public events.
- Support community engagement strategies such as developing and administering surveys with Survey Monkey and assist in the facilitation of official membership voting.
- Organize community meetings and chief and council meetings.

- Assist in the writing, design, and production of PTFN public communication materials.
- Hire and oversee external suppliers for marketing collateral, video production, photography, and for website support.

3. Social Media and Website Support

- Administrator of PTFN social media platforms (Facebook, Twitter/X, Instagram, Snapchat, TikTok, LinkedIn, and YouTube) and ensure these channels are being optimized to support communications goals.
- Create social media posts, shares and edits content created by other employees, monitor user feedback and respond to user, public engagement, and evaluate social media usage.
- Maintain PTFN's website <https://www.ptfn.net/> which includes creating and uploading content, reviewing website navigation and preparing Google Analytic reports on website usage to ensure our website is being used an effective communications tool for the Nation and our members.

QUALIFICATIONS:

- Completion of a grade 12 Diploma.
- Writing and editing skills with an ability to distill complex messages into simple, plain language that is easy to understand.
- Computer experience working with Microsoft Office products including Word, Excel, and PowerPoint.
- Confident public speaking and presentation skills.
- Strong organizational skills with an ability to multi-task, priority set and meet deadlines.
- Knowledge of First Nations people, our culture, our history, and traditions.
- Digital skills with a familiarity of social media platforms (Facebook, Instagram, Twitter, Tik Tok, Snapchat), online surveys (Survey Monkey), virtual meeting products (Zoom, Teams, etc.) is an asset.
- The ability to speak/understand Cree is an asset.
- Ability to work flexible hours occasionally.
- Successful candidate must live within PTFN Communities.
- Class 5 License, with a reliable vehicle, and appropriate insurance.
- Ability to provide a clear RCMP police record check and up to date driver's abstract prior to commencing employment.

Please submit a cover letter and resume citing ***Communications Officer*** in the email subject line to: Hr@ptfn.net.

We thank all candidates for their interest, however only qualified candidates selected for an interview will be contacted.

Deadline: January 31, 2024, at 12:00 pm