



Communications Officer

Location: Paqtnkek First Nation

Position Type: Full-Time

Reports To: Chief Administrative Officer, Krista Thompson

About Us: Paqtnkek First Nation is a vibrant community dedicated to preserving our culture and fostering sustainable development. We are committed to transparency, engagement, and effective communication with our members and the broader community.

Position Overview: We are seeking a dynamic and proactive Communications Officer to enhance and manage communications for the Paqtnkek Band and Chief and Council. This role is crucial in fostering positive relationships, promoting community initiatives, and ensuring effective information dissemination.

Responsibilities:

- Develop and implement a communications strategy for the Paqtnkek Band and Chief and Council.
- Create, edit, and distribute press releases, newsletters, and social media content to promote community events and initiatives.
- Serve as the primary point of contact for Paqtnkek community inquiries, ensuring accurate and timely information is provided.
- Collaborate with Chief and Council to ensure alignment in messaging and communication priorities.
- Organize and facilitate community engagement events, including information sessions and public consultations.
- Monitor and analyze the effectiveness of communication efforts and adjust strategies as needed.
- Maintain the Band's website and social media platforms, ensuring content is current and relevant.





Qualifications:

- Degree in Communications, Public Relations, or a related field preferred.
- Previous experience in communications, public relations, or a similar role.
- Strong writing, editing, and verbal communication skills.
- Familiarity with social media platforms and digital communication tools.
- Ability to work collaboratively and build relationships within the community and with external stakeholders.
- Knowledge of Mi'kmaq culture and issues is an asset.

Skills:

- Excellent organizational and multitasking abilities.
- Strong interpersonal skills and the ability to work well with diverse groups.
- Creative thinking and problem-solving capabilities.
- Proficient in Microsoft Office Suite and graphic design software (preferred).

Why Join Us?

Be part of a team that values collaboration, community engagement, and cultural preservation. This position offers the opportunity to make a meaningful impact in the Paqtnkek community while developing your professional skills.

Application Process:

Interested candidates are invited to submit their resume and a cover letter outlining their qualifications and relevant experience by **October 11th, 2024** to David Kearns H.R. Director Paqtnkek Mi'kmaq Nation at david.kearns@paqtnkek.ca and reference Communications Officer in your email.

Paqtnkek First Nation is an equal opportunity employer. We encourage applications from all qualified individuals, particularly from members of Indigenous communities.

Join us in building a strong and connected community through effective communication

