



# EMPLOYMENT OPPORTUNITY

**"OPEN TO PUBLIC"**

## **Communications Coordinator - Term Full Time (to June 15, 2018), with possible extension Communications Department**

Posting Date: October 5, 2017

Salary: Level 6 (\$32.15/hr.)

**Closing Date 4:00pm (PST): November 7th, 2017**

Under the direction of the Director, Communications, this position is responsible for assisting in the development and implementation of communication strategies, projects and tasks. The role may also support General Assemblies and other general meetings as directed by the Director Communications.

**If this opportunity interests you, please submit a cover letter & resume clearly demonstrating the qualifications below, as selection for further consideration will be based solely on the information you provide:**

### **Essentials:**

- Degree or related experience in Public Policy, Journalism, Public Relations, Communications or related discipline and experience in First Nations or government communications; or an equivalent combination of training and experience;
- Good working knowledge of TH's social structure, culture and traditions;
- General knowledge of TH's Land Claims Agreements, self-government and implementation agreements, and constitution; Experience in undertaking research and preparing executive summaries;
- Experience in general office management;
- Ability to utilize a computer and associated software;
- Adobe Creative Suite products; specifically word-processing, graphic-design, and e-mail programs;
- Ability to meet deadlines;
- Excellent time management and organizational skills;
- Ability to take initiative;
- Ability to resolve conflicts and foster unity;
- Ability to maintain confidentiality;
- Ability to effectively communicate with all levels within the organization
- Well-developed oral and written communications skills is essential;
- Discretion, tact, compassion and good judgment required;
- Ability to work effectively as part of a team;
- Ability to work with minimal supervision;
- Ability to establish and maintain effective, professional working relationships with staff, citizens and the general public;

### **Conditions of Employment:**

- Mandatory confidentiality is a condition of employment for all Tr'ondëk Hwëch'in personnel. Failure to meet this requirement could result in dismissal;
- Class 5 driver's license;
- Criminal Records check.

**A detailed job description is available upon request.**

For more information, contact Human Resources

Phone: (867) 993-7100 – EX: 112 or 126 Fax: (867) 993-6553

Email: [hrjobs@trondek.ca](mailto:hrjobs@trondek.ca)

Mail: Tr'ondëk Hwëch'in Government, P.O. Box 599, Dawson City, Yukon, Y0B 1G0

Physical Location: 1242 Front Street, Dawson City, Yukon

**We thank all applicants, but only those selected for further consideration will be contacted.**

*"To work together, to speak with one voice and to serve Tr'ondëk Hwëch'in Citizens in the pursuit of a strong, healthy, and united future."*