



COLD LAKE FIRST NATION **Employment Opportunity**

Job Title: Communications Director

Department: Communications

Location: Cold Lake First Nations

Job Purpose

Reporting to the Band Administrator, the Communications Director, you'll be called on to provide strategic advice, communications planning, project management, issues management and media relations support to Chief and Council, the executive team and other internal clients. You will also be responsible for managing the Nation's events, coordinating the Nation requests for community investment and managing the Nation's information technology department. You'll also put your strong writing skills to good use on a daily basis. Strong writing, strong organizational, project management and leadership skills will allow the provision of solid assistance to staff, and assist in planning and managing the department budget.

Duties and Responsibilities

- Manage, motivate and train the Department's staff, ensuring effective teamwork, high standards of work quality and organizational performance, continuous learning and innovation;
- Supervise the day-to-day operation of all assigned staff including the scheduling, assigning and reviewing of work. Authorize and control vacation and overtime requests. Monitor and evaluate staff performance, approve salary increments and recommend disciplinary action when necessary;
- Prepare and direct the preparation of reports, various types of correspondence and presentations to Chief and Council, Committees, senior staff, other agencies and members;
- Develop, recommend and administer the annual budget for the unit, and ensure that the expenditures are controlled and maintained within approved budget limitations;
- Establish and maintain relationships with other agencies and organizations in community in order to meet community needs and to ensure that services are not duplicated;
- Responsible for coordinating and managing the development and production of communications materials for all Development initiatives;
- Oversees and coordinates work of the communications team;
- Oversees and writes or edits documents including: fundraising proposals to individuals, foundations, corporations; fund-raising publications; communications materials, such as press releases, cultivation, solicitation and acknowledgment letters;
- The manager participates in working groups to plan, coordinate and execute original communications products and publications related to special events and programs;
- Manage and maintain robust, interactive websites;
- Coordinate with staff to strengthen the organization's positive social media presence;
- Organize and serve as technical host for webinars;
- Plan for a new CLFN radio station
- Manage branding and coordinate/support development and implementation of materials and services.

Knowledge, Skills and Abilities Required

- Project Management Professional designation and/or media/journalism degree is an asset;
- Must have five years overall related work experience supervising personnel, budget preparation, financial planning and management;

- Excellent written, presentation, computer and verbal communication skills;
- Ability to manage and prioritize several assignments at one time in order to deliver on time and within budget;
- Must have excellent time management skills;
- Able to monitor costs, including control of project schedules;
- Well-developed management, leadership and human resources management skills, evidenced by past successful performance;
- Demonstrated ability to effectively represent the organization, maintain relations and work with community groups, the general public, elected officials, employees, internal and external clients and consultants;
- Ability to formulate and administer programs with budgets;
- Knowledge and understanding of all of First Nations funding programs and reporting requirements;
- Must be innovative and decisive with high-level organizational, managerial, research, analytical skills;
- Must demonstrate the ability to work with a high level of tact and discretion;
- Have experience working with First Nation Government, First Nation Communities and other levels of Government. Must have proven well-developed communication, staff/public relations and negotiating experience;
- Must have excellent computer skills, proven experience with word processing, spreadsheet, database, and related engineering technical software preferably in a Microsoft environment.

Working Conditions and/or Physical Requirements

Indoors and Outdoors: Office and Field Environment

Repetitive Tasks

Monday to Thursday 8:30am – 4:30pm, Friday 8:30am – 2:00pm. Overtime as required.

Salary

Commensurate with qualifications

Applications and Deadline

Please ensure that you meet the qualifications of the position with either the educational or employment requirements in combination and/or equivalents. **Please submit these with your resume and cover letter by July 21, 2017 to hr@clfn.com**

Please Note

We thank all candidates who apply and advise that only those selected for further consideration will be contacted. Preference will be given to qualified Cold Lake First Nations members.