



FORT MCKAY FIRST NATION

P.O Box 5360, Fort McMurray AB T9H 3G4

Phone (780) 828-2430 Fax (780) 828-4680

JOB OPPORTUNITY

Communications Manager

General Description:

The **Fort McKay First Nation (FMFN)** is seeking a motivated and multitask-oriented individual who is flexible and works well in a team environment to fill the temporary full-time position of **Communications Manager** reporting directly to the Executive Director, Health, Governance & Administration. **Communications Manager** administers strategic communications planning support to the CEO and Chief & Council. This includes working with other senior management team and departments to meet communications deliverables, including the coordination of events, advertising and promotional materials.

The Communications Manager is responsible for developing strategies and programs as they relate to corporate communications in support of the delivery of a wide range of Fort McKay First Nation (FMFN) services. The incumbent will also be responsible for key message development, public information, corporate image and visibility, media relations. The manager will lead the strategic development and execution of all offline and online communication channels to promote FMFN activities and initiatives.

This is a temporary full-time position and is based on seventy-five (75) hours bi-weekly, with a 6 months contract. Flexibility to perform work assignments extending to beyond the standard work week including evenings and weekends may be required from time to time.

Duties:

1. Public Relations

- Coordinates FMFN workshops, conferences, meetings, ceremonies and other events for publicity and information purposes.
- Maintains a working relationship with FMFN Chief and Council with regards to the preparation of communications-related products for the community.
- Public relations, including development of key messaging and media tracking
- Develop and drive the communications strategies, plans and execution for FMFN.
- Provide strategic communications planning and advice to the Chief and Council, senior management and the organization
- Speech writing for senior executives, including developing strategic context and content necessary to brief and manage external resources effectively.
- Manages all Senior Management and CEO messaging. Provides counsel to CEO and senior management on internal and external communications issues and opportunities.
- Articulation of media, public and community relations strategies that position FMFN as an innovative Band in Canada. This includes speaking engagements and interviews for the Chief and Council, CEO, other senior management members as well as community members
- Managing a small team responsible and accountable for specific areas of communications; serves as chief spokesperson for the organization.
- Establishing communication processes that ensure all internal and external communications effectively enhance FMFN perceptions; acts as chief editor and brand protector for all communications.
- Oversee effective management and continuous improvement of internal communications vehicles e.g. Newsletters, Intranets etc. and ensure that vehicles have high-impact.

We appreciate the interest of all applicants; only those selected for interviews will be contacted.



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- Develop and implement a communications strategic plan and yearly operational plan that supports the portfolios' strategic priorities.

2. Media Relations and Publications

- Implementing FMFN's media plan and building relationships with key media, assessing media coverage and preparing letters to the editor.
- At the direction of the executive director responds to media enquiries
- Develop, implement and measure effectiveness of all communications strategies and tactics, including paid media (advertising and promotion), owned media and earned media (journalism).
- Responsibility for community events that reinforce FMFN's position as a community leader
- Maintain and enhance online communications and manage social media for all FMFN-related websites
- Researches, Prepares and distributes media-related materials, including media releases and backgrounders.
- Assists in all aspects of FMFN's in-house publications such as the "Red River Current", etc.
- Managing all aspects (editorial, production, design) of the Annual Report
- Media relations, including press releases and media training

3. Corporate Image and Visibility

- Researches new and collect existing documentation relevant to advancing communications efforts, issues and concerns for FMFN.
- Develop brand awareness and visibility strategies
- Accountable for corporate social responsibility strategic development
- Evaluates the impact of communications products and activities by means of mechanisms and consultations with in-house and external clients.
- Distribution of communications-related items to Fort McKay.

Qualifications Requirement:

- Degree or Diploma in Public or Media relations, Corporate Communications, Journalism or related field or equivalent work experience.
- Minimum ten years relevant work experience
- Knowledge of local, regional, national current events and politics.
- Excellent interpersonal communication skills and ability to work as a team player to effectively interact with FMFN employees, community members, media, industry partners, and government agencies.
- Exceptional organizational and time-management skills and ability to meet strict deadlines.
- Self-motivated and ability to work with minimal supervision.
- Knowledge of First Nation and Aboriginal culture and tradition an asset.
- Awareness and sensitivity to realities of First Nation people and communities an asset.
- Ability to speak either Dene or Cree language an asset.
- Working knowledge of Microsoft Word, Power-point, Excel, Internet, Media Monitoring Software, and other public relations tools
- Some travel will be required (i.e. trade shows, events, meetings, training)
- Some experience working in an Aboriginal organization, is an asset
- Knowledge of First Nation and Aboriginal culture and tradition an asset.
- A valid class 5 drivers' license as travel will be necessary

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Key Competencies:

- Event Planning & Management
- Investor relations,
- Corporate governance
- Strategic thinking,
- Business partnering
- Presentation skills.
- Web and print design
- Writing, editing, speaking
- Developing communications(Print & electronic media)
- Organizational
- Adaptability
- Interpersonal skills
- Dependability
- Integrity/Ethics
- Job Knowledge
- Productivity
- Creativity/Innovation
- Decision Making/Judgment
- Internet Savvy
- Results Focus
- Vision and Values

Location:

- Successful candidate will be required to live in (or relocate to) Fort McMurray, Alberta
- Monday-Friday work week will be in Fort McKay, Alberta
- This is not a fly-in-fly-out position

Note: Due to travel requirements, a valid driver's license and a clean driver's abstract is required.

Closing Date: July 31,2017

Please forward Resume and Cover Letter to:

Attn: Human Resources

Fort McKay First Nation

P.O. Box 5360

Fort McMurray, AB T9H 3G4

E-mail: fmfemployment@fortmckay.com

Fax: (780)828-4680

Please ensure you indicate the job you are applying for

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