



EMPLOYMENT OPPORTUNITY

Indigenous Knowledge & Wisdom Centre (IKWC) Communications Manager

The IKWC- Communications Manager will report directly to the IKWC-CEO as a member of the IKWC Senior Management team. The Communications Manager will be responsible for external and internal communications pertaining to the organization. The Communications Manager will also be responsible for conveying the organization's internal and external messages. The Communications Manager will draft written materials, prepare presentations and communicate with employees.

As the IKWC-Communications Manager you will:

- Correspond with employees, First Nations and external stakeholders, funders and non-government organizations (NGO's) to keep them informed of organization developments.
- Create a 'communication strategy' that will include internal and external activities to achieve outcomes.
- Create strategies to increase employee awareness and promote productivity.
- Communicate with the media and other interested parties to announce new products and discuss organizational changes in a way that maintains a positive image of the organization.
- Ensure that employees are aware of changes and projects within the organization.
- Distribute executive messages, prepare presentations and internal memos, and conduct meetings to share information.
- Be in charge of developing print materials, website, newsletters, office suite (business cards, letterhead and brochures) and branding strategies for employee use.
- Represent the organization to stakeholders, interested parties, and the public.
- Liaise with the media and the general public.
- Develop and distribute materials that may explain or convey the company's policies or position on issues.
- Be responsible for issuing press releases, arranging interviews, and compiling press kits.
- Assist and participate in cultural and special events and other duties as required from time-to-time.

Qualifications:

- Bachelor's degree in communications, public relations or a relevant field is preferred
- 1 to 2 years of experience is desirable
- Strong written/oral communication, research, proofreading and leadership skills

- Demonstrated ability in using MS Office applications (Word, Excel and PowerPoint) and proficient in a multimedia application is required
- Reliable mode of transportation and valid driver's licence

CLOSING DATE: 4:30 p.m. October 20, 2017

SUBMIT: A cover letter, resume and three references to

The Indigenous Knowledge & Wisdom Centre (IKWC)
Suite 201, 11710-Kingway Avenue, Edmonton, Alberta T5G 0X5
Attention: Clayton Kootenay, Interim CEO ceo@ikwc.org
Resumes may also be emailed to: admin@ikwc.org

We thank all applicants for their interest, however, only individuals selected for interviews will be contacted.