



# NEW BRUNSWICK ABORIGINAL PEOPLES COUNCIL

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## EMPLOYMENT OPPORTUNITY

**Job Title:** Communications Officer  
**Location:** New Brunswick Aboriginal People's Council, Fredericton Office  
**Reports to:** Executive Director, President & Chief  
**Job Type:** Full-Time, Permanent  
**Contact:** [info@nbapc.org](mailto:info@nbapc.org)  
**Deadline:** Thursday, February 1st, 2024

Established in 1972, the New Brunswick Aboriginal Peoples Council (NBAPC) empowers self-governance for off-reserve and non-status Indigenous people living on their unceded territory within the province of New Brunswick. We are a non-profit engaged in political advocacy, offering programs and services to foster community and help our members, giving them a voice and representation where they would otherwise have none.

We are seeking a highly motivated Communications Officer to enhance our capacity pursuant to our mandate. This is a fantastic opportunity for an individual looking to develop their career in communications while contributing to our organization's success.

### Job Description:

The purpose of the Communications Officer is to ensure effective communication between NBAPC and our members, our community, our stakeholders, and the public at large. Transparency, diplomacy, respect, and decorum are the name of the game.

### General responsibilities:

- Engage with professional and ethical conduct and etiquette at all times.
- Monitor incoming emails and correspondence.
- Work within NBAPC's guidelines as set out in the Policy & Procedures manual.
- Write and publish official announcements and press releases.
- Disseminate information to all Locals, Zones, and Membership at large.
- Media relations: Develop and maintain relationships with journalists and media outlets.
- Media strategy: Develop, implement, and continuously improve NBAPC's media strategy.
- Social media: Monitor and maintain social media accounts.
- Lead production of NBAPC's communication materials including the NBAPC newsletter.
- Contribute to the development and delivery of communication strategies for events.
- Maintain NBAPC's website, including relevant announcements and updates.

## **Qualifications:**

- Bachelors Degree or equivalent experience in communications, public relations, or a related field.
- Bilingual with proficiency in both French and English is strongly preferred.
- Excellent proofreading ability, with a strong distaste for typos.
- Needless to say, excellent communication skills are required, both written and verbal.
- Exhaustive, exceptional professional etiquette.
- Excellent attention to detail.
- Previous experience in media relations considered an asset.
- Strong organizational and multitasking ability.
- Excellent time management ability.
- Proficient with Microsoft Office including Outlook, Word, Excel, and Powerpoint.
- Demonstrated ability to work independently as well as cooperatively as part of a team.
- Demonstrated ability to determine priorities and meet varying deadlines.
- Previous experience in visual media creation and marketing is an asset.

## **Other duties as required:**

Our organization is growing, and we are seeking an adaptable candidate who will bring initiative and ideas to the table—we do not want to box-in a capable individual. The duties required for this position may vary as determined by your particular skillset and the needs of NBAPC.

## **How to Apply:**

If you are interested in the position of Communications Officer at NBAPC, please submit your resume and a cover letter via email to [info@nbapc.org](mailto:info@nbapc.org) with “Communications Officer” in the subject line.

Your cover letter should outline your qualifications as well as why you are the ideal candidate for this role, why you would like to work for NBAPC specifically, and also mention attention to detail. Please note that while priority will be given to qualified Indigenous applicants, you do not need to have Indigenous ancestry to be considered. We are interested first and foremost in the most qualified candidate who is eager to serve the needs of this community.

Canadian citizenship or permanent resident status is required.

This is a salaried position offering up to \$55,000 per year, depending on experience, with potential for more—conditional on program development.

**Application deadline: Thursday, February 1st, 2024.**

We thank all applicants for their interest, but only those selected for an interview will be contacted.

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“Self-government begins –but does not end– with control over our land.”

