

# EMPLOYMENT OPPORTUNITY



Kwilmu'kw Maw-klusuaqn Negotiation Office

**Mi'kmaq Rights Initiative**

Our Rights. Our Future.

## Community Outreach Coordinator - Communications

Kwilmu'kw Maw-Klusuaqn Negotiation Office (KMKNO) is currently seeking a Community Outreach Coordinator to enhance the Communications Department by undertaking social media and community outreach.

### Specific duties included but not limited to:

- Develop and enhance communication strategy for KMKNO and the Assembly of Nova Scotia Mi'kmaq Chiefs.
- Work with Mi'kmaq communities to ensure an understanding of ongoing projects and to enhance the Assembly communication.
- Create videos for Lead Chiefs' and Assembly activities.
- Post and monitor all social media accounts.
- Liaison with media, and a variety of audiences, to communicate the activities of the Lead Chiefs for the Consultation, Negotiations and Benefits departments.
- Coordinate communications with communities regarding opportunities related to major projects.
- Liaise with communities and other organizations to ensure cohesion in activities.
- Develop, design and implement newsletters, brochures, communiqués, speeches, news releases, speaking notes and other related materials.
- Create videos of organization's events.
- Assist with website maintenance and updates.
- Undertake other research and administrative tasks as required.

### Qualifications:

- University degree or College diploma in related field, or equivalent experience;
- Strong interpersonal skills with ability to work in a team environment;
- Excellent communication, public speaking, writing and editing skills;
- Experience in media relations an asset;
- Strong working knowledge of Microsoft Office and WordPress;
- Production experience in other media (video, graphic design, photography), considered an asset;
- Knowledge of Mi'kmaq community concerns and perspectives;
- Must be willing to travel, have a vehicle and a valid NS driver's license.

**Term:** Two (2) year term contract

**Salary:** \$45,000 - \$55,000/annum, based on knowledge and experience

**Deadline for applications is July 25th, 2016 at 4:00pm AST**

Please forward cover letter and resume with two references to  
Crystal Dorey at: [crystaldorey@mikmaqrights.com](mailto:crystaldorey@mikmaqrights.com) or via fax: (902) 843-3882

Note: Kwilmu'kw Maw-klusuaqn hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Aboriginal applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

**Only candidates selected for interviews will be contacted.**

**Position is subject to final budgetary approval.**