



Competition No.: **2024-086**
Position: **Communications Coordinator**
Classification: **X03 \$61,180.94 - \$76,379.40**
Conditions:

- Full Time Permanent (Non-Unionized)

Department: **Human Resources**
Location: **1410 Mountain Avenue (Winnipeg)**
Closing Date: **September 26, 2024**
How to apply: **Email: hr@secfs.ca Fax: 204-594-0499**

Under the guidance and direction of and reporting to the Human Resources Director, the Communications Coordinator works to develop, execute, evaluate, and report on comprehensive communication strategies and plans.

RESPONSIBILITIES:

- Maintains and promotes an active and informative social media presence for Southeast Child & Family Services, including preparing and scheduling content on a variety of social media channels.
- Develop communication channels, processes, and tools to connect children and families with activities in their communities.
- Create and promote calendars for all community events.
- Coordinates the design of graphics and layouts for social media, web and print publications.
- Responsible for implementing policies and operational processes and participant engagement strategies.
- Oversees the program employees and coordinates contracted workshop facilitators.
- Establishes an understanding of community values, strengths, and concerns; and works collaboratively with other community services and collaterals to achieve program and service objectives.
- Contributes to plans for improvement of service delivery with respect to family preservation and participates in developing and enhancing the program.
- Supports the Human Resources department with networking to recruit Southeast members for employment and programming opportunities.
- Must be willing and able to travel to designated First Nations communities and rural areas as required.
- Other duties as per operational needs or as assigned by Supervisor.

QUALIFICATIONS:

- Demonstrated ability to work respectfully with the First Nations communities and organizations.
- Bachelor's Degree in Communications, or Communications Diploma with relevant experience, preferably in communications, marketing and public relations, journalism or a related discipline.
- Demonstrated experience creating and implementing communication strategies and plans, as well as associated materials and content.
- Exceptional interpersonal skills and stellar track-record regarding confidentiality.
- Proficient with Microsoft Office (i.e., Word, Excel, and Outlook).
- Demonstrated ability to work independently as well as part of a team.
- Excellent oral and written communication skills.
- Satisfactory Criminal Record; Child Abuse Registry; and, Prior Contact Check.
- Valid drivers license and reliable vehicle.

Preference will be given to Southeast members and Indigenous candidates (First Nations, Métis, or Inuit) meeting the position requirements. **All Indigenous applicants are asked to self-declare within their cover letter.** We thank all who apply, however, only those who selected for an interview will be contacted.

We offer competitive wages and an exceptional benefits package.

**Berens River First Nation - Black River First Nation - Bloodvein First Nation- Brokenhead Ojibway Nation
Hollow Water First Nation - Little Grand Rapids First Nation – Pauingassi First Nation - Poplar River First Nation**