



EMPLOYMENT OPPORTUNITY

COMMUNICATIONS / EVENT COORDINATOR

Alexis Nakota Sioux Nation Administration Department is seeking to fill the position of Communication / Events Coordinator who will be responsible for communications and events planning within the organization.

Position Summary:

- Develop, support and promote our Nation's goals, including message development, and social media content creation.
- Create and implement communication strategies that further our goals and vision.
- Develop and implement plans to enhance Communication for the Nation.
- Identify target audiences and create strategies to effectively engage them in upcoming events, meetings and workshops.
- Work closely with leaders, executives, employees, elders and community members to develop and strengthen engagement activities for the Nation.
- Event planner of the Nations upcoming events and activities.
- Clearly understand, articulate and where possible include and be respectful of First Nations cultural and traditional values in all areas.
- Good oral and written communications skills including proficient community skills.
- An ability and willingness to work demanding, and often irregular hours.
- Have own transportation and a valid class 5 driver's license.

Qualifications:

Degree in Business Management or Business communications, Marketing, or public relations. Ability to speak the stoney Language will be considered an asset.

This competition is open to all qualified applicants. The application closing date is Wednesday, June 7, 2023 by 4:30 pm. Prospective employees may be required to undergo a security clearance.

Screening of applicants will be utilized and only successful candidates will be contacted for an interview.

Please email cover letters and resume to the attention of: Patricia Alexis, HR, Administration

humanresources@ansn.ca

Alexis Nakota Sioux Nation Administration Department - P.O. Box 7, Glenevis, AB, T0E-0X0