



Employment Opportunity

Communication Officer

Permanent Part-Time TKC wage scale 7

Reporting to the Executive Director, the Communications Officer is responsible for delivering a broad range of communications, writing, public relations and information support to the Ta'an Kwach'an Chief, Deputy Chief and Council. The incumbent assists in establishing communications priorities, monitors issues that may be of concern to Chief and Council, and identifies areas where greater citizen information, involvement and / or public relations may be needed. The Communications Officer has primary responsibility for preparing reports, drafting correspondence, preparing other print and audio-visual presentations, and coordinating community meetings that may involve the Chief, Deputy Chief, Council, and/or senior staff. The incumbent is also responsible for tracking and retrieval of relevant communications data, information and graphics, both in hard copy and electronic form. The ability to promote awareness of Ta'an Kwach'an activities, issues, programs, and services and build strong relationships with citizens of the Ta'an Kwach'an and external partners and stakeholders is essential.

For a complete job description, contact: rkufeldt@taan.ca.

As per policy, preference will be given to those of Aboriginal Ancestry who self- declare in their cover letter/résumé

Closing date: Friday, July 28, 2017

Please submit a cover letter and résumé to: Email: human.resources@taan.ca