

Communications Assistant

**Location:**

Nunatsiavut (Nain, Hopedale, Makkovik, Rigolet, or Postville, NL)

Department:

Secretariat

Term:

Permanent Full-Time

Closing Date:

June 16, 2020

Responsibilities:

- Provide website and social media management and content updates for Nunatsiavut Government websites, blogs, social media channels, and e-newsletters
- Monitor metrics for assessing online success and provide regular detailed reports
- Draft and edit reports and other materials (content, layout and adherence to the communications policy)
- Support for media relations including media release drafting/editing and traditional media pitch list compilation
- Serve as secondary media contact
- Monitor media
- Assist with the implementation of communications strategies, public campaigns and community feasts.
- Other related duties as required

Qualifications:

- Post-secondary degree or diploma in communications, marketing, public relations, journalism or related field, or a combination of experience and education
- 3-5 years' experience in media relations and digital media strategies
- Experience writing and editing for web and social media, and communicating in an organizational voice
- Effective time management, and ability to manage multiple projects/tasks concurrently
- High level of attention to detail and accuracy including in grammar and punctuation
- Proficient in MS Office; familiarity with design software (e.g. Photoshop, InDesign) and content management systems is a plus

Assets:

- Bilingual Inuktitut/English

Contact:

careersonline@nunatsiavut.com

Applications should be forwarded before 4:30pm on closing day.

The Nunatsiavut Government is an equal opportunity employer however preference will be given to beneficiaries of the Labrador Inuit Land Claims Agreement. Applicants are asked to clearly state their Nunatsiavut beneficiary number on their cover letter or resume when applying.

Kaujitsijik Ikajuttik



Nani:

Nunatsiavut (Nain, Hopedale, Makkovik, Rigolet, Postville-imilonnet, NL)

suliaKapvik:

SuliaKapvinga Tilijaumajuit

Kanga:

SuliaKainnaluni Ilonnanginni Sitontini

killilipvinga:

June 16, 2020

kamagijatsat:

- Kagitaujattigut kamaKataugialik âkKegiaKattaluni, Nunatsiavut kavamangata Kagitaujanginnetunik
- kamaKattalunilu ikajuttaugumajunik Kagitaujattigut sakKititsiKattalunilu Kaujisautinik
- AtuinnagutsiKattagialik âkKegiaKattalunillu Kaujisautinik asinginnilu atuttauKattatunik (pitanginnik, ilusinginnilu, malitsiatunik maligatsanik Kaujisautiliginiimmi)
- IkajuKattaluni Kaujisautiligijinik sakKititsininginni /âkKegianinginni katitsuininginni atuinnaunimilu
- Ikajuttiuluni Kaujisapviugiamut
- kamajiulluni Kaujisautinik
- IkajuKattalluni Kaujisautet kamagijauninginni, nunalinni Kaujisattisininginni nigimmâttunik atuinnauniniginnilu
- Asingillu pikKujaugusingatigut

Ilisimausigigialingit:

- Iliniavitsuamit ilisimanniKagialik nalunaikkutaKallunilonnet aulatsinimmik, Kaujisautiliginiimmik, ilonnainik kamasongugiamut, allasongugiamut adjigalanganilonnet
- 3-nik 5-imanillonnet jârinik suliaKalautsimalluni Kaujisautiliginiimmik Kagitaujattigut atugunnaunilu.
- AllaKattasimaluni âkKegiasongullunilu Kagitaujanik kamagiamut atuinnaagutsiasimajunik
- Sitontiminik atutsiagongujutsak, unuttunillu suligigialiminik pisongujutsak atautsitaunnaungittumik
- kamatsiasongujutsak âkKisuinnimini allausimminik ilonnâgut
- Atusongujutsak Kagitaujattigut atujauKattatunik sollu: MS Office, Photoshop, InDesign, pillagittumillu âkKisuitsianimmik

Ikajugajattuk:

- UKâlasongulluni Inuktitut/Kallunâttutillu

Kaujisallutit:

careersonline@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk sulisatsiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujaujut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani sulisatsiugutimilonnet ottugannimi.