

# Communications Assistant



## Location:

Nunatsiavut

## Department:

Secretariat

## Term:

Permanent Full-Time

## Closing Date:

12 April 2023

## 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](mailto: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

## suliaKapvik:

SuliaKapvinga Tilijaumajuit

## Kanga:

SuliaKainnaluni Ilonnanginni Sitontini

## killilipvinga:

12 Aprel 2023

## kamagijatsat:

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

## Ilisimausigigialingit:

- Iliniavitsuamit ilisimanniKagialik nalunaikkutaKallunilonnet aulatsinimmik, Kaujisautiliginnimik, ilonnainik kamasongugiamut, allasongugiamut adjigalangenilonnet
- 3-nik 5-imanillonet jârinik suliaKalautsimalluni Kaujisautiliginnimik Kagitaujattigut atugunnalunilu.
- AllaKattasimaluni âkKegiasongullunilu Kagitaujanik kamagiamut atuinnagutsiasimajunik
- Sitontiminik atutsiagongujutsak, unuttunillu suliaigigialimminik pisongujutsak atautsituinnaungittumik
- kamatsiasongujutsak âkKisuinnimini allausimminik ilonnâgut
- Atusongujutsak Kagitaujattigut atujauKattatunik sollu: MS Office, Photoshop, InDesign, pillagittumillu âkKisuitsianimmik

## Ikajugajattuk:

- UKâlasongulluni Inuktitut/Kallunâtutillu

## Kaujisallutit:

[careersonline@nunatsiavut.com](mailto:careersonline@nunatsiavut.com)

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.

Nunatsiavut kavamanga atjigettisiKattatuk suliaatsasiuttunik tavatuak pigumajauluaKattatut ikajuttaugutilet Labrador Inuit Nunamik Satusainnimut AngiKatigegutingani. Ottugajuit allasiasimakKujajut Nunatsiavut ikajuttaugutilet numuranganik allavitsangata pigianningani suliaatsasiugutimillonnet ottugannimi.