

COMMUNICATIONS ASSISTANT

DEPARTMENT: SECRETARIAT

TERM: PERMANENT FULL-TIME

COMMUNITY: NUNATSIAVUT (NAIN, HOPEDALE, POSTVILLE,
MAKKOVIK & RIGOLET) OR HAPPY VALLEY-GOOSE BAY

CLOSING: JANUARY 19, 2024

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.

Benefits:

- Competitive Paid Leave Package.
- Travel Benefit.
- Labrador Allowance.
- Group insurance including health and dental.
- Group pension.

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 in Inuktitut and English.

Contact:

careers@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.

KAUJITITSIIK IKAJUTTIK

SULIAKAPVIK: SULIAKAPVINGA TILJAUMAJUIT

KANGA: SULIAKAINNANIALUNI ILONNAINIK SITONTINGIT

NANI: NUNATSIAVUT (NAIN, HOPEDALE, POSTVILLE,
MAKKOVIK & RIGOLET) OR HAPPY VALLEY-GOOSE BAY

KILLILIPVINGA: JANUAR 19, 2024

kamagijatsat:

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

Ikajotigijausot:

- UKâlasongulluni Inuktitut/Kallunâtutillu

Ilisimausigigialingit:

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

Ikajuvalligajuttuk:

- SuliaKatsiasongulluni Akilittutaulluni nukKangaviujuni Akilittutaulluni.
- Namutuinnak aigalanimut IkajuttaugutiKalluni.
- Labradorimi IkajuttaugutiKalluni.
- katingautik Insurins-siKalluni ilagijautillugu inositsiagittinimmi amma kigutiligijaunnimi.
- katingautik utittitaugutik InutuKaunimmut.

Kaujisallutit:

careers@nunatsiavut.com

Ottugautet âjausimagialet fimfiliak apvaKâttinagu matuttauvingata ullungani.