



EMPLOYMENT OPPORTUNITY

Communications Agent

**KIUNA INSTITUTION, DESIGNED BY AND FOR FIRST NATIONS,
BUT OPEN TO ALL!**

Kiuna Institution's objective is to democratize access to post-secondary education for First Nations members. The college has earned a reputation for its culturally adapted services and unique environment where programs, student services, human resources, teaching methods and materials are based on Indigenous cultures and traditions.

Employee Status: Regular

Workplace: Institution Kiuna, 1205, route Marie-Victorin, Odanak

Employment Type: On site – frequent travel – weekend availability required

Start Date: ASAP

Annual Salary: Between \$ 52 784 and \$ 70 081 according to FNEC's salary scale

Job Description

Our team is looking for a Communications Agent whose mission is to ensure the promotion of our college studies centre in terms of study programs, activities, and services. He plays an active leading role in updating the website and in promoting the organization's image in the media. He knows how to adapt information according to the respective realities of each community. A key player for Kiuna, he is responsible for evaluating interview requests, conducting visits of our institution, and writing press releases as well as supporting management in press conferences. He conducts events aimed at promoting and raising the visibility of the organization. He is also the guardian of the image and information of the organization broadcast on the media and on the website.

In close collaboration with Kiuna's Communications Manager, the Communications Agent provides technical support to achieve the organization's strategic objectives, in addition to centering his projects on the communication plan that he will develop with the communications team. The incumbent is proactive in gathering information and produces tools and content to communicate the organization's educational successes. The incumbent is also responsible for supporting the administrative team in the production of documents and attractive visuals in both official languages.

Requirements

- Undergraduate degree in communications; or
- CED in an employment-related field and have more than three years of experience.
- Excellent oral and written proficiency in both official languages: English and French.
- Valid drivers' licence
- Familiarity with the field of education in general and First Nations education community and the needs and expectations of member communities.
- Knowledge of an ancestral language is an asset.
- Knowledge of Microsoft office and image processing software.
- Any combination of training and equivalent experience will be considered.

Special Requirements

- Employment requires evening and weekend availability.
- The job requires external travel including places where access can be difficult, for a maximum of six to twelve times a year, and whose duration could exceed 48 hours.

Conditions of employment

We offer competitive working conditions: 4 days/week summer schedule, pension plan, holidays during the Christmas period, flexible cultural holidays, three weeks of vacation per year, sick leave, choice of work schedule, summer schedule, accessible residences, public transit, etc.

Ongoing application

To provide community needs-based services, Kiuna promotes hiring qualified staff representing the following targeted populations in order of priority: 1) First Nations Education Council (FNEC) employees, 2) First Nations members from FNEC - member communities, 3) other First Nations members, 4) Indigenous peoples, 5) other applicants.

To apply, please e-mail your application to emplois@kiuna.ca

We thank all applicants for their interest, however only selected candidates for an interview will be contacted.