



EMPLOYMENT OPPORTUNITY

Communications Coordinator

No. K26-05-IEEA
Internal external
posting

Kiuna Institution is designed by and for First Nations but is open to everyone!

At Kiuna, our goal is to make postsecondary education more accessible to First Nations members. Our college is recognized for its culturally safe educational services, which are reflected in a unique environment where programs, student services, human resources, teaching methods, and educational materials take into account Indigenous cultures and traditions.

Job title: Communications Coordinator

Employment status: Regular

Hours per week: 35 (37.5 in winter and 28 in summer)

Work location: Institution Kiuna, 1205, QC-132, Odanak

Employment type: On-site

Start date: As soon as possible

Annual salary: Between \$70,760 and \$96,958, according to the salary scale in effect

Summary job description

Plan, organize, and coordinate activities related to communications, events, cultural initiatives, and student life to actively contribute to Kiuna's visibility. Serve as a liaison for information and objectives between management, the academic sector, and the communications team. Develop and implement the sector's strategic plan in line with organizational directions, identify priorities, engage the team, and ensure the delivery of outcomes. Play a key role in positioning Kiuna as a top choice for First Nations students, particularly through promotional, event, and HR marketing initiatives tailored to target audiences. Help develop and maintain relationships with various partners and communities, thereby supporting the organization's goals of visibility, recruitment, and outreach.

Here is a description of the job, under the authority of the assistant director:

- Contribute to the implementation of the strategic plan and develop the communications plan.
- Implement initiatives aligned with objectives, budgets, and priorities.
- Coordinate and engage the communications and events team.
- Liaise with management and ensure that objectives are met and deliverables are of high quality.
- Promote programs, services, and events in a manner consistent with the brand image.
- Ensure a strategic presence and measure the impact of actions.
- Develop and maintain relationships with the media.
- Coordinate official communications and ensure message consistency.
- Ensure the effective flow of information and develop tools for partners.
- Ensure the quality and relevance of published content.
- Help with attraction and recruitment strategies.
- Coordinate employer brand promotion initiatives and partnerships.

Requirements

- Hold a bachelor's degree in communications or a related field.
- Have more than three years of experience in a similar position.
- Having a combination of education and equivalent experience is a plus.
- Have excellent proficiency in French and English, as well as in Microsoft 365.
- Having knowledge of field-specific software is an asset.
- Speaking a First Nations language is an asset.
- Have a strong understanding of the education sector, particularly the First Nations education context, as well as the needs and expectations of communities.

Working conditions



Pension plan, holiday season in addition to annual holidays, flexible cultural holidays, sick days, choice of work schedule, summer schedule (four days a week), possibility of a telework bank, telemedicine, housing available within walking distance, public transport, work-family balance (subject to eligibility requirements).

Kiuna gives priority to First Nations members and Inuit.

Please submit your application by 4:00 p.m. on May 21st, 2026, to emplois@kiuna.ca.

We thank everyone who has expressed interest in this position.

Only selected candidates will be contacted.