



Job offer

Communications and Policy Manager (Full-time, Permanent)

**MICMACS OF
GESGAPEGIAG** is a First Nations government with about 110 permanent employees whose mission is to deliver a variety of services from education to health care to policing to the members of the Community.

Under the general supervision of the Director General, the Communications and Policy Manager is responsible for the management of the public relations aspect within the Micmacs of Gesgapegiag community. The Manager builds and sustains the Administration and Chief & Council's reputation for quality, reliability, and timely information to Gesgapegiag members and to the public in general.

The challenges of the job are:

- Build relationships with key media contacts and identify opportunities to proactively promote the Micmacs of Gesgapegiag programs and services.
- Implements policies and procedures approved by the Director General and Chief & Council.
- Serves as an advisor to Director General & senior management in regards to communications practices and policy development.
- Manages the Integrated Operational Plan, Quarter review and other strategic documents.
- Supports Heads of Department in the creation of their part of the Integrated Operational Plan.
- Coordinates Micmacs of Gesgapegiag Annual General Assembly operations.
- Assists the Director General in the implementation of Gesgapegiag's Financial Administration Law.
- Lead and develop the implementation of new communication initiatives to increase access to information.
- Develop the Micmacs of Gesgapegiag Communication Policy and Procedures and develop relevant tools such as templates to be used by the Administration

Qualifications required:

- **Bachelor diploma in public relations, communications, journalism, marketing, business or in a relevant field.**
- Minimum of **1 year of experience** in a relevant field.
- Good **computer skills** (Word, Excel and PowerPoint).
- Good knowledge of **social media** (Facebook, Twitter, YouTube, etc.)
- Excellent oral and written skills in English.
- Mi'gmaq & French languages an asset.

Profile of the ideal candidate:

- Ability to establish and maintain positive relationships through strong effective interpersonal skills.
- Must be creative and demonstrate innovative thinking.
- Autonomous, possessing decision-making skills, excellent judgment.
- Experience working with the native community.
- Skillful in planning and organization.
- Effective teamwork abilities.

Hiring priority: Given to Gesgapegiag Mi'gmaq followed by other Mi'gmaq, other First Nation persons and members of the general public

Remuneration: Salary will be according to the salary scale in force

Job location: Gesgapegiag

Date of assumption of duties: November 2019

All applications will be treated in a confidential manner.

**Send your cover letter and resume before
Friday, October 25th, 2019, 12:00 PM (noon) to:
Susan Willett Human Resources Officer**

E-mail: susan.willett@gesgapegiag.ca