

Director of Communications

The National Inquiry into Missing and Murdered Indigenous Women and Girls (the “National Inquiry”) is looking for an experienced individual to fill the position of **Director of Communications**.

The National Inquiry is entirely independent from the federal government and employees are appointed on a term basis. We are committed to having a highly skilled and well represented Indigenous workforce. We strongly encourage candidates to self-identify as belonging to Indigenous peoples.

Key Activities:

Reporting to the Chief Commissioner, the Director of Communications is responsible for providing leadership and guidance for the National Inquiry’s communications activities. This includes the development and execution of internal and external communication strategies to support and promote the National Inquiry’s strategic objectives and key deliverables and ensure overall consistency of its reputation. In addition, this position has a strong focus on proactive media relations; editorial communications; issues management, emergency communications; and client management.

The incumbent will develop and oversee the execution of a media relations strategy including outreach and coverage of events and initiatives, designed to enhance and promote the Inquiry’s image and market position regionally, provincially and nationally. In addition, the incumbent will strategize, write, research, edit, produce and disseminate a wide range of print and digital and social media content as well as co-ordinate internal communications channels (e.g. social media, website, radio, email etc.). The Director of Communications acts as a key resource to the National Inquiry’s leadership team for day-to-day communications strategies as well as provides recommendations, coordination, and knowledge in crisis communications.

Qualifications:

Language Requirements:

- Fluency in oral and written English and French

Education:

- At minimum an undergraduate degree in Public Relations and/or Communications.



Experience:

The successful candidate will possess extensive experience in communications and media relations including experience delivering media guidance to key spokespeople and developing media relations strategies;

- Experience and a proven track record in developing and executing impactful communications strategies along with advanced writing and editing skills with exceptional attention to detail.
- Experience in crisis communications; and significant experience in planning developing, evaluating and executing pro-active and re-active issues management strategies.
- Significant experience providing communications guidance to senior officials/executives and significant experience writing and editing a variety of communication products.
- Experience leading a team of professionals and managing its budget.
- Experience in managing communications activities, professional service contracts for the development of communications products, and consultations and public involvement processes.

Knowledge:

- Knowledge of the media landscape.
- Knowledge of current challenges and best practices in communications, public relations and media.
- Knowledge of communications and public relations standards.

Skills and Abilities:

As a complement to our energetic and dynamic team, our successful candidate possesses and demonstrates:

- Client focus and initiative by dealing with situations and issues actively and persistently, seizing opportunities as they arise.
- Ability to lead by helping others achieve results.
- Ability to foster horizontal collaboration and build relationships with a variety of colleagues, partners and stakeholders.
- Ability to identify, extract, organize and synthesize relevant information from different information sources to provide advice.

Competencies:

- Mobilize People
- Uphold Integrity and Respect
- Collaborate with Partners and Stakeholders
- Achieve Results
- Create Vision and Strategy



Conditions of Employment

- Willing and able to work overtime as required.
- Ability to travel as required.
- Secret security clearance.

Location of Employment

- Based on your area of residence, your work can be located and performed at one of our regional offices (Quebec City, Ottawa, Winnipeg, Saskatoon, Vancouver) or remotely by means of a telework arrangement if you do not live in one of these cities.

As per the Canadian Human Rights Commission's [Aboriginal Employment Preference Policy](#), the National Inquiry into Missing and Murdered Indigenous Women and Girls seeks to promote the employment of Indigenous Peoples *as its primary purpose is to serve the needs of Aboriginal people*.

Interested candidates are invited to submit their cover letter and resume to c.williams@mmiwg-ffada.ca by **May 11, 2018**. In the subject line, please indicate "**Director of Communications Position**". Your cover letter should clearly demonstrate how you meet the language, education and experience requirements for this position.

We thank you for your interest in working for the National Inquiry. Only those selected for further consideration will be contacted.

