

Strategic Communications Officer

The National Inquiry into Missing and Murdered Indigenous Women and Girls (the “National Inquiry”) is looking for a **Strategic Communications Officer** for a six month term.

The National Inquiry is 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 First Nations, Metis or Inuit.

Qualifications:

Education:

- Undergraduate degree from a recognized post-secondary institution with specialization in communications, public relations or journalism preferred.

Experience

- Recent and significant experience in providing managers or clients with sound advice regarding communications.
- Recent and significant experience in writing and revising a full range of communications products such as: media advisories, news releases, backgrounders, media lines, speeches, articles, social media and web content.
- Experience in media/public relations.
- Experience in media monitoring and analysis and/or reporting.
- Recent and significant experience in developing, implementing, and evaluating communications plans or strategies.
- Experience in planning and executing communications projects or events.
- Experience in implementing multiple communications projects simultaneously.
- Experience in planning and organizing events including: outreach and stakeholder consultations, and high-profile media events.
- 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.

Language Requirements:

- Fluency in oral and written English is required
- Fluency in oral and written French is preferred

Knowledge:

- Knowledge of the media landscape
- Knowledge of standard communications, media and public relations practices.

Key Competencies:

- Achieve Results
- Work well independently and within a team environment

Abilities:

- Ability to work effectively under pressure within tight timelines
- Ability to communicate effectively orally and in writing
- Ability to synthesize and analyze complex documents and relevant information from different sources to provide advice.
- Strong work ethic, self-motivated

Asset Experience:

- Experience in video production and video editing and experience in producing quality digital photographs.
- Experience in the use of current software applications such as: Adobe InDesign and Illustrator, Adobe Photoshop, Adobe Acrobat and Microsoft Office.
- Experience in the use of current software applications for web design, social media monitoring and video editing.
- Experience in using social media to implement communications campaigns.

Conditions of the Employment:

- Willing and able to work overtime as required.
- Ability to travel throughout Canada as required.
- Willingness to carry a smartphone and to be on-call.
- Secret security clearance required.

Location of Employment:

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

Rate of Pay

\$80,274 to \$86,788

Interested candidates are invited to submit their cover letter and resume to careers@mniwg-ffada.ca by **December 12, 2018**. In the subject line, please indicate "**Strategic Communications Officer**". Your cover letter should clearly demonstrate how you meet the language, education and experience requirements for this position.

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.*

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