

# Director of Communications

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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 Executive Director, the Director of Communications is responsible for providing strategic direction for the National Inquiry’s communications program and its associated media relations and liaison, spokesperson/representational, public information/education, advertising, website, consultation/advisory groups and public hearings, publications and outreach initiatives, activities, services and products.

The incumbent will play a lead role in developing and implementing the key communications tools required to promote the understanding and acceptance of the National Inquiry’s mandate and approaches, and in managing high visibility and sensitive issues. The Director is responsible for overseeing the delivery, through in-house and/or contracted resources of the following major communications functions and activities: media relations and issues management, National Inquiry public persona, public information/education, website, public events, publications and reports, and management support.

## **Qualifications:**

Language Requirements:

- Fluency in oral and written English and French is required

Education:

- 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.
- Strong understanding of governing federal legislations and policies (e.g., *Communications Policy, Security Policy, Privacy Act, Policy on Communications and Federal Identity, Official Languages Act*)
- Knowledge of communications and public relations standards.
- Possess a clear understanding of the National Inquiry's mandate and the policies and framework that led to its creation

#### 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 (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:**

\$ 125,900 to \$148,100 (EX-02)

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 careers@mmiwg-ffada.ca by **November 30, 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.