



Athabasca Denesųliné Né Né Land Corporation

Community Communications Coordinator in Black Lake

The Athabasca Denesųliné Né Né Land Corporation (ADNLC) are inviting applications to fill a full-time position for a Community Communications Coordinator, salaried position based on seventy-five (75) hours bi-weekly. This position will be based at the Band Office in Black Lake.

Position Summary:

We are looking for an enthusiastic and motivated individual to implement our communications and member engagement strategy. The Community Communications Coordinator will play a key role in providing information about the Agreement, encouraging members to vote, and creating positive momentum leading up to the ratification vote.

Responsibilities:

- Work in collaboration with the ADNLC's Project Manager to implement communications and member engagement activities.
- Become familiar with the Settlement Agreement and other supporting documents.
- Support the ADNLC Project Manager in distributing communication materials such as press releases, website content, social media posting, posters and newsletters.
- Provide weekly activity reports for communications and member engagement activities in a timely and complete manner, including attendance records.
- Support the collection and maintenance of membership contact lists.
- Assist in organizing, attending, and participating in community events and other relevant meetings, on and off reserve, whether virtually or in-person. Work closely with the Project Manager to ensure communication with all community members, on and off reserve, including Elders, Leadership, Youth, etc.
- Documentation of questions, concerns from community members regarding the Final Agreement.
- Other duties as directed.

Chief Joseph Custer Reserve # 201

Mailing address: Box 23126 South Hill PO, Prince Albert, Sask. S6V 8A7

Phone: (306) 953-7287 Fax: (306) 763-2973

Qualifications:

- Post-secondary diploma in business, communication, or related field of study.
- Excellent oral and written communication skills.
- Ability to work effectively both independently and as part of a team.
- Strong ability to utilize MS Office products and other software programs as needed.
- Comfortable communicating in person, by phone and using virtual tools such as email, virtual meeting tools like MS Teams or Zoom.
- Ability to work under tight timelines and to meet deadlines without direct supervision.
- A strong passion for Nation Building and the desire to make a difference for the future of the Athabasca Denesųtiné.
- Fluency in the Dene language.

Compensation and Benefits

- Salary will be commensurate with experience and ADNLC salary grid.
- Comprehensive Group Insurance and Pension Plan

Deadline extended to: October 18, 2023

If interested, please send resume and cover letter with subject line: Community Communications Coordinator – Black Lake to:

Attention: Lorna Mercredi-Charles

Human Resources

Phone: 306-953-7977

Fax: 306-763-2973

Email address: humanresources@adnlc.ca

We appreciate all applicants. Only those selected for an interview will be contacted.

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