



Pictou Landing Band Office



6533 Pictou Landing Road
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Job Posting – Term Position Until June 30, 2023

Communications Officer

About PLFN

Pictou Landing First Nation (PLFN) is situated along the beautiful Northumberland Strait and we are responsible for the governance of a different number of programs within our community, including but not limited to; health, education, economic development, social, fisheries, commercial businesses, etc.

Position Overview

Reporting to the Chief Executive Officer (CEO), the Communications Officer will be responsible for providing effective communications within the Pictou Landing Band Council and Pictou Landing First Nation (PLFN), committees, leadership, and external partners. The Officer is responsible for developing materials relative to programs and projects, documenting communities' activities, workshops, and events, increasing awareness of capacity development opportunities within PLFN, preparing content, picture and graphics for news articles, social media sites, etc. and the facilitation of media relations and/or inquiries.

Overview of Responsibilities:

- Prepare general communications correspondence and reports as required.
- Develop and implement communications strategies for Pictou Landing First Nation Band Administration (PLFNBA) programming and activities.
- Produce multi-media presentations for PLFNBA in accordance with policies and procedures.
- Provide effective communications with PLFNBA partners regarding projects and activities.
- Attend and participate community workshops, events to promote the PLFNBA to PLFN members and the public.
- Prepare content, pictures, graphics, etc., for communication purposes such as newsletters, releases, articles, social media, and other communications material, as required.
- Development of promotional items, and maintaining an inventory of promotional items for distribution at schools, community events, workshops, etc.
- Support the PLFNBA's participation at community events to document and take footage of community practices.
- Update and maintain content for PLFNBA's programs' web pages and social media sites.

- Contribute to and maintain an annual communications strategy/plan under the direction of the CEO and Chief and Council.
- Monitor and evaluate the operations of overall communications within PLFNBA.

Position Requirements:

- Post-Secondary diploma or certification in a public relation, communications, education, or related field.
- Minimum of two-years' experience in the communications or public relations field.
- Strong work ethic and ability to work in an environment requiring discretion and confidentiality.
- Relevant social media and general media training.
- Experience working in a fast-paced environment.
- Proficiency in MS Office (Word, Excel, PowerPoint and Outlook etc.).
- Ability to apply creativity and innovative thinking to community focused solutions.
- Ability to be adaptable, flexible, and manage multiple priorities and deadlines.
- Valid driver's license, reliable transportation, and ability to travel within Nova Scotia as required.
- Canadian Public Relations Society Member an asset
- Experience working in or with First Nation communities an asset.

Other Considerations:

This is a term position ending June 30, 2023 with the salary to commensurate with knowledge and experience.

PLFN hires on the basis of merit and is committed to employment equity. We encourage all qualified persons to apply; however, qualified Indigenous applicants will be given priority in accordance with the Aboriginal Employment Preference policy of the Canadian Human Rights Commission.

Please forward resume and cover letter with 2 references to Andrea Paul, via email at: andrea.p@plfn.ca or in person at 6533 Pictou Landing Road, Fisher's Grant, Nova Scotia.

Deadline for applications: September 16, 2022 at 4:00 pm AST

We thank all applicants for their interest, however, only those selected for an interview will be contacted.