



GOVERNMENT OF NUNAVUT EMPLOYMENT OPPORTUNITY

Title: Assistant Communications
 Officer

Department: Education

Community: Iqaluit

Reference Number: 09-506219

Type of Employment: Indeterminate

Salary: \$63,804 per annum, 37.5 hour/week

Northern Allowance: \$15,016 per annum

Union Status: Nunavut Employees Union

Housing: Subsidized Staff Housing is not Available

Closing date: le 1 octobre 2021 à 23 h 59 HNE

This is a Highly Sensitive Position and a satisfactory Criminal Record Check, along with a clear Vulnerable Sector Check is required.

As per HRM Directive 518, this employment opportunity is restricted to Nunavut Inuit in Iqaluit only.

Reporting to the Communications Manager, the Assistant Communications Officer supports the Manager in helping the department to manage its messaging and profile / image through its communication materials to both internal and external audiences. The Assistant Communications Officer assists with the provision of comprehensive technical, professional, and strategic support to the manager and divisional staff in terms of achieving the department's communications goals and supporting the achievement of an integrated corporate communication approach. The incumbent's activities promote the public image and overall communication goals of the department as well as its individual divisions, regional school operations, and District Education Authorities.

The incumbent is responsible and accountable for; assisting with the planning and coordination of events such as news conferences, photo opportunities, tours, trade shows, and other major events; assisting with the coordination of the translation of departmental communication materials; gathering data, information and updates on department communications policies, protocols; contributing to the development of the policies, protocols, guidelines, procedures, and directives as part of the communication strategy to guide internal and external communication activities; assisting with the development of content for the departmental website and social media platforms.

The successful candidate should have a High School Diploma and some experience in a communications environment (e.g., news media, advertising, marketing, public relations). Experience applying communication principles and techniques such as research, design, layout and production for print, broadcast and electronic media as well as excellent written communication skills is required.

The Official Languages of Nunavut are Inuktitut, Inuinnaqtun, English and French. Fluency in an Inuktitut language is an asset. Knowledge of Inuit language, communities, culture, land and Inuit Qaujimajatuqangit would also be considered an asset.

Equivalencies that consist of an acceptable combination of education and experience may be considered.

An eligibility list may be created to fill future vacancies.

If you are interested in applying for this job, please email your cover letter and resume to GNHR@gov.nu.ca. Please include the REFERENCE # in the subject line of your email.

- The Government of Nunavut is committed to creating a more representative workforce so it can better understand and serve the needs of Nunavummiut. Priority will be given to Nunavut Inuit. Candidates must clearly identify their eligibility in order to receive priority consideration under the Nunavut Priority Hiring Policy.
- Employment in some positions requires an acceptable criminal record check. Possession of a criminal record will not necessarily disqualify candidates from further consideration.
- Applicants may submit their resume in the Official Language of their choice.
- Eligibility list may be created to fill future vacancies.
- Job descriptions may be obtained by fax, email or on the website.
- Only those candidates selected for an interview will be contacted.