



Job Description

Qulliq Energy Corporation

TITLE	Communications Officer	POSITION NUMBER	A5CI01
REPORTS TO	Manager, Corporate Communications	POSITION GRADE LEVEL	F
HOME COMMUNITY	Iqaluit	POSITION TYPE	Indeterminate

PURPOSE	The Communications Officer is responsible for supporting the Manager, Corporate Communications in the execution of internal and external corporate communications, including but not limited to planning initiatives, drafting materials and reporting on activities. The position ensures all communications are accessible and culturally relevant and is also responsible for assisting with emergency communications.
PRIMARY RESPONSIBILITIES	<ul style="list-style-type: none"> • Prepare and distribute media materials such as news releases and public service announcements. • Assist with drafting the annual report. • Draft and edit Minister’s statements, speeches, and executive correspondence. • Assist with developing and maintaining QEC’s online presence and internal intranet. • Coordinate corporate wide translations with the government’s Language Bureau and outside contractors. • Prepare quarterly and annual reports on language activities for the Department of Culture & Heritage. • Prepare relevant and informative presentations for senior management and executive office. • Liaise with contractors and creative agencies to develop advertisements, program materials, and promotional campaigns in line with corporate branding. • Build and foster positive community relations by representing QEC at relevant conferences, events and trade shows. • Assist with coordinating and promoting QEC’s scholarship, sponsorship and corporate donations. • Organize and coordinate community, corporate and funding events. • Organize communications administrative activities.
EDUCATION AND TRAINING	<ul style="list-style-type: none"> • Completion of a two-year post-secondary diploma in communications, public relations, marketing, or journalism.
PRIOR EXPERIENCE	<ul style="list-style-type: none"> • Two (2) years of experience in editing and writing corporate communications such as communication plans, media messaging, online content, and marketing materials. • Experience in the public sector is an asset.
INTERPERSONAL SKILLS	Interaction is with a variety of people inside and outside the organization. Interactions typically involve dealing with moderately complicated interpersonal problem situations.
CONCENTRATION	Work routinely involves a moderate degree of high alertness and concentration to complete job tasks. There are some sensory demands or job requirements for unusual vigilance or attentiveness. The incumbent usually controls their own work pace; however, there are some time pressures to finish specific job tasks.
PHYSICAL DEMANDS	Work requires light or a low amount of physical exertion. Body movement usually involves sitting and intermittent walking.
SCOPE	There is a moderate degree of job structure. There are a variety of job tasks and responsibilities are broader in scope. Employees receive general direction regarding their work; however, discretion and judgment must be used to make decisions, interpret directions, and apply guidelines. Supervision focuses on evaluating the employee’s finished work results for compliance with general methods and standards, and conformity to organizational policy.
MATERIAL RESOURCES	Work requires very limited responsibilities for material resources such as personal work materials, supplies, and equipment. The employee has a very limited or indirect amount of control over these resources. Problems associated with material resources are very uncomplicated.
INFORMATION RESPONSIBILITY	Work typically requires a moderate degree of responsibility for information. Information is at times sensitive, protected, and/or confidential. Information requires a variety of skills when handling the information and is usually of moderate significance.
SUPERVISORY	The incumbent provides occasional guidance to others but does not have formal or official supervisory responsibilities.
WORKING CONDITIONS	No, or very incidental, adverse environmental working conditions.
AUTHORIZATION	

_____ Senior Manager (Department)	_____ Date	_____ President and CEO	_____ Date
_____ Supervisor	_____ Date	_____ Employee	_____ Date

The content of this position description is intended to describe the general work being performed by the incumbent in this position. It is by no means intended to be an exhaustive list of all responsibilities and activities required of this position, nor could it be. The incumbent will be required to additional work duties assigned by Management. For express clarity, the work activities of any position at QEC will not be limited to the Position Description.