

CONFEDERACY OF TREATY SIX FIRST NATIONS

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Communications Officer

Overview

The Confederacy of Treaty No. 6 First Nations (CTSFN) is a non-profit Political and Treaty Organization (PTO) that has been mandated by the Chiefs and Elders of Treaty No. 6 (Alberta) to advocate, protect, and enhance Treaty rights by monitoring legislation and policies that affect Treaty rights. The Confederacy of Treaty Six First Nations (CT6FN) is seeking an experienced and team-oriented Communications Officer to develop and oversee communications activities internally and externally. The Communications Officer will assure CT6FN's relevance to the advocacy and protection of Treaty rights is communicated to its member First Nations communities and leadership. This position reports directly to the Executive Director.

Requirements

1. To develop, implement and maintain an internal and external communications plan & strategy
2. Creating and disseminating internal & external communications material including but not limited to press releases, speaking notes, presentations and letters to various forms or governments, vendors, stakeholders etc.
3. Keep abreast of current events and news that may affect Treaty and Inherent Rights and/or issues related to First Nations People
4. Keep the Executive Director informed of concerns that may affect Treaty and Inherent Rights and First Nations people
5. To continue the development and maintenance of the CT6FN website and social media pages
6. Develop and disseminate media releases on behalf of the CT6FN.
7. Responding to media inquiries, organize and coordinate schedules and prepare and provide the Grand Chief, Chiefs and/or staff for interviews and speaking notes as required
8. Engage with CT6FN personnel in the development of communiques, newsletters, etc. and assist staff with editing reports, presentations, etc. as needed
9. To be an integral member of the CT6FN Team, maintain open communications and working collectively on the goals and objectives of the organization
10. Advocate the Treaty and Inherent Rights of the CT6FN Member Nations & First Nations people
11. Advocate for the implementation of the UN Declaration on the Rights of Indigenous Peoples, the OAS Declaration on the Rights of Indigenous Peoples, TRC Calls to Action and any First Nation Laws or Declarations

12. Performs other related duties as directed by the Executive Director

Qualifications

1. Post-secondary degree in Public Relations, Communications or Journalism. A combination of education, training and experience may be considered
2. Minimum of three (3) years' experience working as a communications or media relations officer. Experience working with media and in a political environment is considered a strong asset
3. Excellent verbal and written communication skills with a vast knowledge of First Nations and political issues
4. Must be highly organized and responsive
5. Clear Criminal Records and CWIS check
6. Ability to work under pressure and balance multiple priorities with discretion
7. Valid driver's license, reliable transportation, and ability to travel overnight as necessary
8. Ability to speak Cree, Dene, Nakota Sioux, or Saulteaux language will be a definite asset
9. Preference to a Treaty No. 6 Member will be given

Competition will remain open until suitable candidate found

Please Submit: COVER LETTER, RESUME, AND THREE REFERENCES TO:

Email to: info@treatysix.org
Phone Inquiries: 780-944-0334
Fax Resumes to: 780-944-0346

ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED