



Job Opportunity: Communications Manager

Competition number NCCCM040524

The NunatuKavut Community Council (NCC) is accepting applications for the position of Communications Manager, located in Happy Valley-Goose Bay, Labrador. The successful applicant will report to the Chief Communications Officer and oversee both internal and external communications initiatives and manage communications staff. While this is a fast-paced and demanding position, it is also very rewarding and offers a unique opportunity to help tell the story of NunatuKavut Inuit using a variety of communications approaches and tools.

NunatuKavut means “our ancient land” and refers to the territory of Inuit who reside primarily in south and central Labrador. NCC is a rights-based governing body that represents NunatuKavut Inuit. We are a dynamic, fast-paced and growing team that strives to meet the priorities, interests and needs of our people. Our governing vision demonstrates commitment to community and culture as we seek “to govern ourselves, provide and care for one another, our families and our communities while nurturing our relationship with our lands and waters.” We foster an open and transparent working environment which incorporates Inuit values of caring, fairness, respect, accountability and teamwork.

Roles and Responsibilities

- Supervise Communications staff, including assigning and reviewing work.
- Draft and implement communications plans and strategies.
- Assist with management of day-to-day media relations, including development of key messages.
- Develop, write and edit a variety of communications products, ex. news releases, fact sheets, speaking notes, annual report, posters, presentations, videos etc.
- Manage NCC’s website and social media channels.
- Ensure adherence to NCC branding policies.
- Liaise with NCC staff and management to ensure communications support across departments.
- Plan and manage events.
- Incorporate Inuttitut into communications products, where appropriate
- Support the Chief Communications Officer with crisis and issues management.

Skills and Qualifications

- Ability to lead and manage fast-paced and complex initiatives or projects while overseeing staff and implementing work plans on a timely basis.
- Ability to work under tight deadlines and pressures, attention to detail and demonstrated skill in prioritizing workload.

- Ability to handle confidential and sensitive information in an appropriate manner, displaying a high degree of judgement and discretion.
- Ability to exercise sound judgement and critical thinking in decision-making and problem solving.
- Demonstrated experience in strategic communications, including development of key messages and developing and implementing communications plans.
- Excellent organizational, interpersonal and communications skills with strong writing and editorial abilities.
- Must be able to work collaboratively with teams and external partners.
- Experience with social media management and content development.
- Adept at using various computer software applications such as MS Word, Excel and PowerPoint
- Experience with graphic design and brand management.
- Knowledge of NunatuKavut Inuit and communities.
- Must have valid driver's license.
- Experience working with Indigenous groups is an asset.

The Communications Manager should have the flexibility to travel on short notice and work outside of regular working hours as required.

Education and Experience Requirements

- Post-secondary education in Business, Communications, Public Relations or Journalism preferred and a minimum of three years' experience in a communications role; or an acceptable combination of education and experience.

Preference may be given to qualified members of NunatuKavut Community Council.

Salary scale starts at \$67,000.

How to Apply

Please submit resume, cover letter and three references, stating competition number, to:

Chelsea Dyson, HR Coordinator
 NunatuKavut Community Council
 Email: jobs@nunatukavut.ca

Deadline for applications is April 19, 2024.

Please note that only those selected for an interview will be contacted.