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**Job Opportunities**

**Competition # 0121-55**

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**COMMUNICATIONS COORDINATOR**

**One (1) Full-Time Permanent**

**BATC Administration Office**

**\*\*EXTENDED\*\***

Battlefords Agency Tribal Chiefs Inc is hiring an experienced **Communications Coordinator** to join our fast paced, dynamic team. The Communications Coordinator is responsible for providing support in the development and implementation of comprehensive communications and marketing plans and initiatives that support the strategic objectives of BATC.

**THE POSITION:**

Reporting to the Director of Operations, the Communications Coordinator will coordinate a wide range of communications and marketing activities to further the development, support, and promotion of BATC programs and services for BATC Member Nation. Responsibilities include support in the development, execution and evaluation of effective strategies designed to target and enhance relationships with key internal and external audiences.

**DUTIES AND RESPONSIBILITIES**

- Provide communications support to Executive Management, staff and BATC member nations
- Research, write, edit, and update content for BATC website.
- Produce, share, and monitor content on BATC's social media platforms.
- Produce and distribute the monthly BATC e-newsletter.
- Track and measure success of digital communications tools via analytics.
- Capture and archive digital communications assets, including graphics, photos, and videos.
- Write a variety of different content to support communications and marketing efforts, including brochures and press releases
- Develop and implement a communications strategy designed to further company objectives
- Respond to media inquiries and maintain relationships with journalists and other members of the press in a timely manner
- Plan press conferences and other promotional events to help keep the organization top of mind
- Coordinate volunteers, support staff, vendors and more to support promotional events

**QUALIFICATIONS & SKILLS:**

- Degree or Diploma in Communications, Public Relations, Journalism, or a related field
- Two to four years' related experience in website content development, experience with social media as part of a strategic communications plan and experience with digital marketing
- Design and development of web-based applications and frameworks
- Technical aptitude and knowledge of web technologies and relevant software such as Adobe Acrobat, Photoshop, and Illustrator.
- Superior writing and communication skills. Ability to express and communicate ideas, concepts, and complex problems, both written and orally, to a variety of audiences. Proficient in the English language with demonstrated writing, editing, proof reading and research skills.
- Understanding of Portal, collaborative, and social networking technologies, handheld communication devices, and the ability to troubleshoot on website and social media technologies and to adapt to continuous change in a dynamic environment.
- Proven ability to organize, prioritize and meet tight deadlines when critical events occur. Experience in crisis communications would be as asset.
- Demonstrated and documented effective people skills with the ability to work alone or in a team environment.
- Possession of a valid Saskatchewan Class 5 Driver's License.
- Willing to submit updated CPIC

**Closing date: May 19<sup>th</sup>, 2022, by 4:30pm – Please Quote Competition # 121-55**

**Human Resources**

**Battlefords Agency Tribal Chiefs**

**1282 101<sup>st</sup> Street**

**North Battleford, SK S9A 0Z8**

**(306)446-1400**

**Email: [humanresources@batc.ca](mailto:humanresources@batc.ca)**

**Battlefords Agency Tribal Chiefs thanks all applicants, but only those chosen for an interview will be contacted.**

Please submit resume, cover letter, and copy of CPIC to:

**Human Resources  
Battlefords Agency Tribal Chiefs  
1282 101<sup>st</sup> Street  
North Battleford, SK S9A 0Z8**

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