



Job Opportunities**Competition # 0121-67**

**Communications Coordinator/ Videographer
One (1) Full-Time Term
Atoskewin Success Center**

THE POSITION:

Acahkos Awasisak are in search of a highly detailed and professional Communications Coordinator/ Videographer to add to our team. The Communications/Videographer will be responsible for providing support in the development and implementation of communications and capturing content, photos, and video for The Star Children Project. As our project continues to grow, we urgently need a Communications/videographer who has an eye for presentation, hardworking and meticulous with what they create, they will have to be sensitive to the current social issue of finding unmarked graves for the Indian Residential School in the Battlefords.

The Acahkos Awasisak – Star Children Team will be going to the surrounding First Nations to record and capture the survivor stories. These stories will be made into an audio and visual format that will be presented to the First Nations to be used for education and have the history of the First Nations Members that were taken to these schools. Not everyone that went to the school will have a disturbing story, but all student stories will be taken and made available to our future generations.

Reporting to the Project Manager the communications Coordinator/videographer will coordinate a wide range of communications, media activities to further the development, support, and promotion of Acahkos Awasisak – Star Children programs and services for the survivors of the Battlefords. 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

- Ability to shoot video and photo in environments ranging from boardroom to jobsite
- Basic understanding of live audio recording of sensitive issues and stories
- Ability to create motion graphics
- Ability to manipulate and edit video pieces in a way that is seamless to the audience
- Understand a creative brief to grasp stakeholders/team's needs and specifications
- Review shooting script and raw material to create a shot decision list based on scenes' value and contribution to brand
- Input music, dialogues, graphics, and effects
- Create rough and final cuts
- Ensure logical sequencing and smooth running in data management
- Consult with stakeholders from production to post-production process
- Continuously discover and implement new editing technologies and industry's best practices to maximize efficiency.
- Other duties as assigned

QUALIFICATIONS & SKILLS:

- A 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 technologies and relevant software such Adobe Acrobat, Photoshop, and Illustrator.
- Excellent writing and communication skills.
- Ability to express and communicate ideas, concepts, and complex problems, both written and oral.
- Proven ability to organize, prioritize and meet tight deadlines when critical events occur.
- 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
- Proven work experience as a Videographer/Photographer/Editor
- Solid experience with digital technology and editing software packages (Adobe Creative Cloud Premiere/After-Effects, Photoshop, Lightroom)
- Creative mind and storytelling skills
- Can take direction, instruction, can work independently, and with a team.
- **MUST HAVE CPIC (CRIMINAL RECORDS CHECK) AND VULNERABLE SECTOR CHECK**

Closing date: May 26, 2022, by 4:30pm – Please Quote Competition # 121-67

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

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

(306)446-1400

Email: humanresources@batc.ca

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