

Multimedia Communications Officer

Job ad #300-26-012

POSITION OVERVIEW

The Multimedia Communications Officer will coordinate communications for the Manitoba First Nations School System (MFNSS) through engagement with MFNSS participating First Nations, MFNSS and MFNERC staff and internal and external partners. The Multimedia Communications Officer will have a high degree of knowledge and competency in desktop publishing, creative and technical writing, and writing for social media, mass media and the website. A demonstrated respect for First Nations knowledge, languages and cultures; and fluency in a First Nations Language is desirable for this position.

QUALIFICATIONS, EDUCATION & EXPERIENCE

- Post-secondary diploma/degree/training in an accredited program, e.g., Communications, Fine Arts, Digital Multimedia Technology Program, or equivalent degree/experience;
- Minimum of 5 years of experience in communications field;
- Strong writing and editing skills are a must;
- Blogging experience and familiarity with WordPress;
- Knowledge of social media;
- Ability to research and write articles to short deadlines;
- Familiar with the latest desktop publishing software;
- Awareness of Manitoba First Nations education development, reform and socio-economic conditions of First Nations communities;
- Awareness of communication systems, networks, and protocol among First Nations communities and organizations;
- Ability to relate to and communicate with a team of professionals;
- Excellent oral and written communication skills;
- Strong time management and organizational skills and the ability to work under pressure;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- Ability to travel to First Nation communities within Manitoba.
- Experience managing programs, budgets and reporting;
- Comprehensive knowledge of Adobe Creative Suite and Microsoft Office applications;
- Ability to work in fast-paced environment and manage a variety of projects;
- Demonstrated organizational, oral and written communication, interpersonal and presentation skills;

- Ability to handle and prioritize multiple tasks and meet all deadlines;
- Ability to work independently and cooperatively in an interdisciplinary team of professionals;
- A demonstrated respect for First Nations knowledge, languages and cultures;
- Ability to speak a First Nations Language would be an asset;
- Excellent interpersonal and cross-cultural skills to work in a First Nations environment;
- Valid Class 5 Driver's license and ability to travel extensively to First Nations when required; and
- Satisfactory Criminal Record/Vulnerable Sector and Child Abuse Registry checks.

To Apply; send your resume, cover letter and (3) professional references to:
employment@mfnerc.com | Fax: 204.942.2490

Deadline: Open Until Filled

Preference will be given to qualified First Nations applicants and are asked to self-declare on application. All applicants must be entitled to work in Canada. *Please visit our website www.mfnerc.org or scan QR code for complete MFNERC Employment Listing:*

