

Vuntut Gwitchin Government

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| A. | <u>Identification:</u> | Communications Officer |
| | <u>Department:</u> | Information Systems |
| | <u>Supervisor:</u> | Director, Information Systems |
| | <u>Date:</u> | October 2010 |
| | <u>Status:</u> | Full-time |
| | <u>Level:</u> | 6 |

B. Job summary:
The Communications Officer provides a full range of communications and public relations services for Vuntut Gwitchin Government to ensure the citizens, community residents and other stakeholders are well informed of government initiatives and programs.

C. Main Duties:

- Implements information campaigns, media events, materials, and other public relation activities and helps assess the effectiveness of the communication initiatives.
- Reviews, prepares or directs newsletters, press releases, reports, brochures and information materials designed to inform stakeholders and the general public about Vuntut Gwitchin Government activities, projects, programs and services.
- Works with the supervisor to identify and analyze communications gaps or problems within the Vuntut Gwitchin Government that could detrimentally affect Vuntut Gwitchin Government public relations, providing options and recommendations to address those gaps or problems, monitors and analyzes effectiveness of such options and recommendations once implemented.
- Assisting the webmaster of the government website in maintaining the website
- Gathering submissions from staff, editing articles, creating the newsletter in Adobe Page Maker, creating General Assembly booklets

D. Job Knowledge and Skills:

Knowledge and skills are typically acquired through completion of a background (education/experience) in communications. You will have strong research skills and be able to develop effective communication strategies and plans. You will enjoy working independently and as a flexible team member understanding that building collaborative relationships is essential. Your experience with irregular and critical deadlines will serve you well. Candidates must have excellent interpersonal skills and communication skills to develop and maintain effective working relationships with all Departments.

Education:

- Diploma in Communications or related field
- Knowledge of website development
- Knowledge of newsletter publishing methods

Management Skills:

- Ability to be a team player
- Ability to analyze and problem solve

- Time management and organizational skills.
- Effective written communication skills
- Ability to assume responsibility and meet deadlines.

Specific Skills

- Ability to use Adobe Page Maker
- Ability use video camera and still camera
- Ability to maintain a website
- Ability to publish newsletters
- Computer skills including word processing programs, internet

Interpersonal Skills:

- Ability to function in a cross-cultural environment
- Incumbent must be comfortable living in a remote setting with extreme temperatures and light conditions.
- Ability to communicate effectively and diplomatically, both verbally and in writing, with co-workers, Vuntut Gwitchin citizens, residents, and business associates.

E. Decision Making:

This position is directly responsible to Director, Information Systems. The incumbent works independently and with initiative within established policies, procedures, objectives and priorities. Decision-making is required for setting daily work priorities, planning and delivering projects, and determining when to include the supervisor in solving technical problems.

F. Impact/Accountability:

This position is accountable for decisions made in the course of work, in meeting deadlines, and following directions from the supervisor. The community website and monthly government newsletters are important tools in keeping staff, citizens, residents and the public informed of community and government business.

G. Key Personal Contacts

| Who | Nature of Contact | Frequency |
|------------------------|--|-------------|
| Who | Purpose | Frequency |
| Supervisor | Informing and discussing tasks; receiving direction; information exchange. | Daily |
| Staff | Information exchange | As required |
| Citizens and residents | Gathering information | As required |

H. Supervised positions

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| Number of positions supervised directly: | 0 |
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I. Working Conditions:

This position is generally located in a normal office environment. Working outside office set up required when documenting events (video recording, taking pictures etc)

Spiritual:

- Striving to respect and practice traditional beliefs while working in a modern administrative environment.

Physical:

- Approximately 80% of time using the computer
- Travel approx: 2 trips per year
- Remote living conditions in extreme temperatures and light changes.
- Traveling from one site to another to document events

Mental:

- Regular need to meet deadlines (meetings, reports, ad hoc deadlines)
- Multiple requests
- Multi-tasking
- Frequent interruptions

Emotional:

- Dealing with staff members who are experiencing problems when working under deadlines.

J. Conditions of Employment

- Willingness to follow policies and procedures as detailed in personnel and administrative manuals

SIGNATURES

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| <p>Supervisor:</p> <p>I have reviewed (with the incumbent, where applicable) the duties and responsibilities assigned to this position.</p> <hr/> <p>Supervisor</p> <hr/> <p>Date</p> | <p>Incumbent:</p> <p>I have read the foregoing position description and understand that it is a general description of the duties assigned to the position occupied by me.</p> <hr/> <p>Incumbent</p> <hr/> <p>Date</p> |
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