

Tahatikohsontóntie'

Quebec Network Environment for Indigenous Health Research (NEIHR)

Job Opportunity

Position:	Communications Advisor
Duration:	One [1] Year Fixed-Term Contract with the possibility for extension (Three [3] month probationary period) Tentative Start Date: March 5, 2021
Description:	See Job Description
Salary:	\$21,000 - \$26,500 Commensurate with education and experience
Hours per Week:	15 hours per week
Deadline for application:	Friday, February 12, 2021
Requirements:	All required documents must be submitted before the deadline for the application to be considered: <ul style="list-style-type: none">○ Letter of Intent○ Résumé○ Two (2) professional references○ Proof of Educational Requirements. (See job description)

Please send your required documents to:
Kaylia Marquis, Network Manager at rh-hr@errsagc-qcneih.ca

The Tahatikohsontóntie' – Quebec NEIHR is committed to employment equity and diversity. Applications from Indigenous persons are especially encouraged for this role, as well as from all qualified candidates with the skills and knowledge to productively engage with diverse communities.

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Quebec Network Environment for Indigenous Health Research (NEIHR)

Job Title:	Communications Advisor	Incumbent:	TBD
Location:		Position Type:	Part-Time (15h/week)

WHO WE ARE:

The Tahatikohsontóntie' – Québec Network Environment for Indigenous Health Research (NEIHR) is the Quebec-based network located in the Kanien'kehá:ka community of Kahnawake. Its mission is to be the center for research and training in community mobilization and knowledge translation for Indigenous health promotion research. The intent of the network is to provide an environment for partnering with other Indigenous communities, Indigenous-serving organizations, academic researchers and institutions in the field of health research.

POSITION SUMMARY:

The Tahatikohsontóntie' – Québec NEIHR Communications Advisor is responsible to develop, plan, and execute communications tools and employing appropriate media to reach identified stakeholders and audiences.

The Communications Advisor leads the Tahatikohsontóntie' – Québec NEIHR communications strategy, works closely with Tahatikohsontóntie' – Québec NEIHR team and reports to the Program Manager. The Communications Advisor is responsible to plan, develop and program the communications and public relations functions relating to the promotion of all activities and services offered by the Tahatikohsontóntie' – Québec NEIHR.

Job Description

KEY ROLES & RESPONSIBILITIES

To coordinate, plan and produce public relations and communications materials to share through various media, and recommend approaches to reach identified stakeholders that meet network priorities and objectives.

- With the support of the Network Manager and management team, develops and produces the Tahatikohsontóntie' – Québec NEIHR newsletter each quarter, the Annual Report, and website

- Develops and produces innovative graphic displays for all publications, reports and advertisements, including written information, charts, logos, graphics, photo and video displays

- Collects and contributes articles from various internal and external sources for publication, including photography

- Ensures that all published information has been edited and approved by the Program Manager and other stakeholders prior to distribution

- Maintains accurate calendars of communications materials and tools

- Assists in the planning and development of evaluative tools to measure and track effectiveness

- Assist in the preparation of brochures, reports, newsletters and other material

- Maintains up-to-date files of articles, photographs and materials relating to the network

To develop Tahatikohsontóntie' – Québec NEIHR communications initiatives.

- Develops specific projects in conjunction with the network circles, Working Groups, or other partners and stakeholders

- Develops and implements innovative public relations and communications strategies and ensure that all information is effectively disseminated

- Develops and implements promotional campaigns and initiatives

- Develops articles, press releases and/or innovative advertisements for various local and national media

- Arranges for the translation of communication materials into various Indigenous languages, or English and French, as needed

- Ensures consistency in messaging and tone throughout Tahatikohsontóntie' - Québec NEIHR website, social media, publications, and communications

- Monitors news bulletins and various media sources, forwards relevant information to appropriate personnel

- Collaborates with the network staff to develop data collection instruments to measure opinions and/or effectiveness of communications initiatives

Collaborates with the network staff to collect, measure and synthesize information

Informs network staff of Communications activities that may affect them.

To coordinate, plan and execute public relations and communications programming.

Assists in the planning, development and maintenance of the Tahatikonhsontóntie' – Québec NEIHR Web Page and social media channels

Initiates and develops new ideas for the website and social media, in collaboration with the Tahatikonhsontóntie' – Québec NEIHR staff

Supports the collection of metrics across communication platforms and makes suggestions to encourage followers and engagement.

Coordinates posting and engagement through Tahatikonhsontóntie' – Québec NEIHR social media accounts.

Plans and develops a system for gathering of up-to-date information

Schedules, collects and regularly contributes information to the website

Performs other job-related duties as directed by the Program Manager.

DECISION MAKING AUTHORITY

- Determines implementation process and schedule for projects under their direction.

ACCOUNTABILITY

- To maintain a positive image of the network
- To provide accurate information
- The coordination and implementation of communications functions
- Conducting business with contacts with tact, discretion, and courtesy

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Bachelor's degree in Public Relations, Communications, or related discipline, plus three (3) years relevant experience
- Fluency in English and French

KNOWLEDGE, SKILLS, ABILITIES AND OTHER ATTRIBUTES

- Excellent oral and written communications skills
- Project management, analytical, organizational and interpersonal skills
- Knowledge of computer systems (Microsoft Office Suite, Canva, Photoshop, Wordpress, Weebly, and others) websites and social media accounts)
- Skills in layout, design and editing
- Excellent organizational skills
- Comfortable speaking in front of an audience
- Ability to analyze, assess, develop innovative communications opportunities with a wide range of constituencies for diverse audiences
- Strong leadership, interpersonal, and motivational skills
- Knowledge of and/or experience working in Indigenous health research
- Knowledge of and/or experience working in Indigenous, government and/or academic affairs
- Ability to effectively guide, direct, and supervise contractors
- Knowledge of CIHR (Canadian Institutes of Health Research) and IIPH (Institute of indigenous Peoples' Health) research, knowledge translation and capacity building strategies
- Ability to travel as needed throughout Quebec and Canada
- Ability to communicate in at least one Indigenous language is an asset

WORKING ENVIRONMENT

Part time (15 hours/week)

Five-day work week in an office environment

Flexibility to telecommute

Moderate flexibility and overtime may be required

Moderate productivity pressure to meet deadlines