



# Unama'ki Institute of Natural Resources

## Employment Opportunity

### Communications Officer

(Term until March 31, 2023, with potential for permanent extension)

UINR is a non-profit natural resource management organization that works on behalf of Cape Breton's Mi'kmaw communities on natural resource management and Traditional Mi'kmaq Knowledge toward a sustainable Unama'ki.

UINR works closely with governments, agencies, organizations and community members toward equal participation in natural resource management. Our reputation has been built on clear communication through our work in communities, which affects how we are perceived, both internally and to the public. Reporting to UINR's Communication & Outreach Manager, we are hiring a Communications Officer to foster communication initiatives that support UINR's work.

#### Key Responsibilities

- Manage internal communication tools, including email accounts, and internal messaging
- Manage external communication tools, including website maintenance, outreach material
- Implement UINR's Communication Plan, including UINR's Communication Policy, and revise as needed
- Engage with the media, arrange interviews, prepare news releases and make statements to the public
- Advise management on communications issues and strategies, and plan public relations programs
- Respond to enquiries from the public and other organizations
- Support communication needs of all UINR programs, including materials, products and working groups
- Oversee design and production of UINR publications and promotional material (written, audio and video)
- Write, edit and arrange production of UINR publications such as newsletters, pamphlets and brochures
- Coordinate internal communication courses, workshops and media training as needed
- Other duties pertaining to the role as required

#### Personal Requirements

- University degree in Communications, Public Relations or equivalent work experience
- Excellent oral and written communication skills, express ideas clearly and concisely to intended audiences.
- Interest in different mediums of communication and knowledge of different approaches
- An outgoing, confident personality; self- motivated with a positive and professional approach
- Ability to think quickly and make decisions in a crisis situation
- Experience working with Indigenous communities, particularly with Mi'kmaq communities is an asset
- Must be able to work flexible hours when required
- Must have a valid NS Drivers License, with access to reliable transportation.
- Experience with website and email account maintenance, and graphic design considered an asset.

**Salary:** Starting at \$44,281, commensurate with experience, and includes benefits package (pending funding approval)

**Deadline for application: Monday, June 6, 2022 4pm AST**

[uinr.ca](http://uinr.ca)

Send resume and cover letter to:  
Annie Johnson, Director of Human Resources  
Email: [annie@uinr.ca](mailto:annie@uinr.ca)