



# Manitoba Keewatinowi Okimakanak Inc.

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Nisichawayasihk Cree Nation  
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Suite 102-1700 Ellice Avenue  
Winnipeg, Manitoba  
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## Employment Opportunity

### COMMUNICATIONS OFFICER

#### Full Time Position – Winnipeg or Thompson, Manitoba

Manitoba Keewatinowi Okimakanak Inc. (MKO) is seeking an experienced and dynamic individual to assume the responsibilities of the MKO Communications Officer. This role will be responsible for content development (writing/creative concept) of various communication materials to support the objectives of MKO and its member First Nations.

#### Roles and Responsibilities

- Develop strategic communications advice and content in response to evolving needs;
- Update and develop MKO's communication strategy and develop communications plans as needed;
- Oversee media relations, including organizing media events, writing media advisories and statements, keeping the media list updated, maintaining relationships with media, and assisting MKO with sharing stories in the media;
- Writing, researching, editing and proofreading;
- Create and disseminate communications materials as needed;
- Ensure that publications are printed and updated in a timely and consistent manner;
- Review the website on a regular basis and provide content development support as well as social media content and support;
- Provide input on analytics and engagement on MKO's social media accounts (Facebook, Instagram, LinkedIn, Twitter, and YouTube);
- Assist MKO member communities with communication materials as required;
- Assist programs with communications activities;
- Assist with creating and implementing advertising strategies, as directed;
- Anticipate the format and content of information needed in response to specific target groups, situations, or events;
- Responsible for gathering and archiving news stories related to MKO and its member Nations;
- Provide photography and videography services;
- Emcee and manage media and other events, including online events;
- Attend and participate in all MKO staff meetings, as well as Executive Council and program meetings as required;
- Other duties as assigned.

#### Education and Experience

- Post-secondary diploma or degree;
- A combination of education and relevant experience will be considered;
- Experience developing communications strategies;
- At least five years of experience in writing and editing;
- Demonstrated ability to work with the media;
- Demonstrated ability to manage social media;
- Highly developed oral and written communication and interpersonal skills;
- Ability to write from a strength-based perspective;
- Research skills;
- Must be highly organized with an ability to work independently, while managing multiple projects and priorities on strict deadlines;
- Team player with a track record of achievement in developing communications projects in a deadline-driven and budget-conscious environment;
- Be able to identify communication-related risks and opportunities and to provide timely feedback and advice to MKO leadership and staff;

- The ability to adapt to evolving responsibilities and be willing to expand capacity as the job requires;
- A thorough understanding of First Nation Treaty, Inherent and Aboriginal Rights and of the unique issues related to Northern First Nations;
- Experience working with First Nations on a variety of issues;
- Knowledge of how to support people using a trauma-informed approach;
- Strong ability to employ diplomacy and tact when working in difficult situations;
- Must be willing to travel and possess a valid driver's license;
- Ability to speak a First Nation language is an asset.

Salary is dependant upon qualifications and experience

Interested applicants are invited to submit their cover letter identifying the position applying for and resume, along with 3 professional reference listings (include a most recent employer reference) by:

**4:00 PM on September 21, 2023** to:

Shawna Flett at [employment@mkonorth.com](mailto:employment@mkonorth.com)

We thank all who apply and advise that only those selected for further consideration will be contacted. No phone calls will be accepted.

*Incorporated in 1981 as the Manitoba Keewatinowi Okimakanak (MKO). MKO is a non-profit, political advocacy organization that provides a collective voice on issues of inherent, Treaty, Indigenous, and human rights for citizens of the 26 sovereign First Nations we represent. The MKO First Nations are signatory to Treaties 4, 5, 6, and 10.*

Please visit our website at [mkonation.com](http://mkonation.com)