

Communication Officer



STATUS	Permanent / Full time (35 hrs wkly)
DEPARTMENT	Communication
DIRECT SUPERVISOR	Director
LOCATION	Kuuujuaq
STARTING DATE	To be determined
POSTING END DATE	April 21 th , 2023, 5pm

The Kativik Municipal Housing Bureau (KMHB) provides comfortable, safe and affordable homes adapted to Inuit needs and culture. Through its programs and services, it contributes to the development of vibrant, sustainable and safe communities.

FUNCTION & RESPONSABILITIES

To provide comfortable, safe, and affordable homes adapted to the needs and culture of the Inuit and to contribute to the development of dynamic, sustainable, and safe communities, the incumbent assists in updating the various activities of the organization's communication plan.

- Develops and evaluates communication strategies to inform tenants, employees and partners of the organization's orientations, decisions, and initiatives.
- Collaborates in the design and writing of communication tools.
- Participates in the redesign and update of the organization's website.
- Ensures the continuous updating of the organization's various web platforms such as: Facebook, Instagram, and others.
- Develops surveys and ensures the collection of data to better understand the opinions and needs of our clients.
- Writes speeches, letters, presentations, and press releases.
- Organizes workshops, meetings, ceremonies, and other events related to communication activities.
- Works with the media.
- Prepares interviews and press conferences.
- Responds to verbal and written enquiries.
- Performs any related duties as requested by the supervisor.

QUALIFICATIONS

- College diploma in communications or equivalent experience
- Six (6) to eighteen (18) months of relevant work experience
- Knowledge of the northern reality and the Inuit culture is an asset.
(a lower number of years of experience may be compensated by a higher level of education - e.g., Bachelor's degree)

REQUIREMENTS

- Proficiency in the use of computer tools (Office suite: Word, Excel, Outlook, etc.) and the web
- Ability to work in two of the three languages of the region (Inuktitut, English or French) ;
- Sitting at a desk for long work periods and using a computer for several hours a day.

SKILLS & COMPETENCIES

- Client-oriented
- Ability to grasp the essence of a situation or message and translate it for the target audience
- Ability to organize work to meet deadlines and management objectives
- Ability to show creativity
- Team player

SALARY / BENEFITS

KMHB offers a competitive salary, RRSP, Cargo, flight tickets, cost of living differential benefit and interesting working conditions. The minimum starting salary is \$27.61 and could be more based on the evaluation of experiences related.

JOIN OUR TEAM!
SEND YOUR RESUME TO:
HR@omhkativikmhb.qc.ca
Human Resources – KMHB
P.O. box 1200 - Kuuujuaq, QC J0M 1C0
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