



# Selkirk First Nation

P.O. Box 40, Pelly Crossing, Yukon Territory Y0B 1P0  
Phone: (867) 537-3331 Fax: (867) 537-3902



## Employment Opportunity

**Position:** Communications Officer  
**Salary:** Level 5: \$30.77-\$36.90  
**Status:** Permanent Full-Time  
**Closing Date:** May 11<sup>th</sup>, 2021

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### **Job Summary**

Reporting to the Governance Director, the Communications Officer is responsible for providing professional internal and external communication services, advice and support to Selkirk First Nation Government and administration. This position is responsible for updating and implementing the SFN communications guidelines, policies and procedures which ensures consistency with overall Selkirk First Nation government objectives. The Communications Officer is also responsible for assisting with planning and coordinating community meetings, general assemblies and special events as requested by supervisor.

### **Education and Experience**

- Grade 12 or equivalent
- Degree or diploma in multi-media communications, marketing, public relations, journalism, or a related field or an equivalent combination of education, skills and related experience will be considered
- Considerable experience developing and implementing a full range of communication services
- Interpersonal skills; Confidentiality, cooperativeness, flexibility, tact and diplomacy, oral and written skills, listening skills, ability to develop and maintain professional working relationship, work effectively as part of a team
- Management Skills; review and implement work plans, organizing, project management skills, etc.
- Technical Skills, Microsoft Word, website writing/design/management, social networking skills, photo and video skills, etc.

### **Conditions of Employment**

- Willingness to travel
- Irregular hours; may include evenings and weekends
- Valid Class 5 Yukon Driver's License; or equivalent
- Confidentiality Oath
- Intoxicant Oath

**For additional information contact  
Sharon Nelson, Acting Executive Director  
(867) 537-3331 ext. 203**

**and submit resume Human Resources  
at [humanresouces@selkirkfn.com](mailto:humanresouces@selkirkfn.com)**