



JOB OPPORTUNITY

POSITION TITLE:	Communications Officer
DEPARTMENT:	Office of the CEO
LOCATION:	Saskatoon
ACCOUNTABLE TO:	CEO

The Government

Métis Nation-Saskatchewan (MN-S) represents the political, socio-economic, cultural and educational interests of the province's approximately 80,000 Métis citizens through a representative system based on 12 Regions and approximately 130 Locals, under a Constitution enacted in 1993.

The governance structure includes a four-person Executive and a Cabinet – the "Provincial Métis Council" (PMC) – which is composed of the Executive, elected officials from the 12 Regions plus appointees for Women and Youth.

MN-S was incorporated in 2000 and has worked towards implementing Métis self-government through litigation and strategic partnerships with government. MN-S strives for political, legal and constitutional recognition, and guarantee of the rights of its people, including the right to a land and resource base, self-government and its related institutions.

MN-S represents Métis people in their quest for equitable, socio-economic development within the province of Saskatchewan. This includes but is not limited to: advocating on behalf of Métis citizens; entering into agreements with industry and the federal and provincial governments; accessing resources to carry out projects and activities; acting as the administrative body for its citizenry, and; promoting health and well-being, housing, education, and governance initiatives.

The role of Métis citizens in governance is to establish, amend and enforce the Métis Nation of Saskatchewan Constitution, to organize Métis citizens in their respective communities, and to participate positively in building the Métis Nation.

Scope:

Reporting to the CEO, the Communications Officer develops communications plans and tactics to (1) support the President and Ministers in the discharge of their leadership responsibilities and (2) contribute to government-wide transparency, accountability and citizen engagement across the Nation.

Accountabilities:

1. Develop and implement communication plans and strategies.
2. Prepare time-sensitive written materials, including speeches, briefing notes, key message documents, media backgrounders, and website content.

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3. Provide communications and media relations support to government leaders and other key internal stakeholders.
4. Develop and post content for social media platforms, engaging with citizens and stakeholders as needed to respond to inquiries and emerging issues.
5. Monitor Indigenous and mainstream media to identify issues that are important to the government or citizens of the Nation.
6. Engage reporters and media commentators to promote the insight and expertise of MN-S leaders for publication or broadcast.
7. Contribute to a healthy, respectful and collaborative workplace culture.

Knowledge, Skill And Ability:

- Generalist skills in communications with an emphasis on writing for digital and print publication
- Brings a service mindset: helpful, courteous, caring, patient
- Able to deliver time-sensitive projects to high standards
- Able to work both independently and collaboratively in a team setting
- Keen attention to detail
- Self-motivated and comfortable taking initiative
- Political sensibility in a high-performing government setting

Qualifications:

- 7+ years of communications, public relations and/or journalism experience
- Understanding of Métis culture, citizens and communities

Please apply by sending your cover letter, resume and salary expectations to Métis Nation-Saskatchewan. Email the documents to hr@mns.work. With respect, only those applicants that will be interviewed will be contacted.

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