



Membertou

WELCOMING THE WORLD!

Employment Opportunity

Job Title: Marketing Officer (Term – 13 Months – Maternity Leave)
Department: Marketing & Communications
Reports To: Marketing Manger

Duties and Responsibilities

- Implementation of marketing and promotions for Membertou
- Research and implement of social media strategies for Membertou
- Work with Manager and Director to track, and measure marketing results
- Lead marketing reporting for department with the execution of monthly entity reports
- Liaise with Graphic Designer and Web Developer on marketing promotions and design
- Mobilize to Membertou business entities to capture content for social media
- Social media management of Membertou entity pages and platforms
- Work with Marketing and Communications team for special projects and events
- Liaise with Membertou managers on projects and promotions
- Other department related duties as required
- Maintain positive relationships with Membertou's Internal and External Customers, ensuring transactions or information received on behalf of the Band and/or its members are kept confidential.
- Maintain and improve Membertou's Quality Management System as it relates to job related duties and/or department.

Qualifications

- Bachelor's degree or diploma in Business with a concentration in Marketing; Bachelor's degree in Public Relations, Marketing and/or equivalent.
- 1-2 years' experience in marketing role
- Must be comfortable using all social media platforms.
- Must be able to use online management tools.
- Must have excellent time management, interpersonal communication and organization skills.
- Preference given to Aboriginal peoples in accordance with the Aboriginal Employment Preferences Policy of the Canadian Human Rights Commission.

Applications can be picked up at the Human Resources Department at the Band Office; or applications can be downloaded from our website at www.membertou.ca

Applications can be submitted to:

Membertou Human Resources Department
Attention: Troy Paul
111 Membertou Street
Membertou, NS B1S 2M9

Or via email to:

jobs@membertou.ca

DEADLINE FOR APPLICATIONS: August 16, 2021 @ 4:30 pm.