



Full-time, Permanent

Location:
Millbrook

Closing:
July 30, 2024 at 4:30 p.m.

**Please email your
resume and cover letter
in confidence to:**
taji@mhwns.ca

**Only those applicants
selected for an interview
will be contacted.**

**Preference will be given to
Mi'kmaw applicants.**

The Opportunity:

Communications Specialist

Tajikeimik is seeking a communications professional to take on the role of **Communications Specialist** in our developing organization. Reporting to the Director of Communications and Engagement, this position will provide support and assistance to implement communications activities with First Nations communities in Nova Scotia, Indigenous organizations, and health system partners.

What you will do: _____

- Assist with communications initiatives and activities, including public relations, internal communications, media relations, event planning, etc.
- Coordinate and implement communications strategies and manage projects and/or events
- Ensure Mi'kmaw culture is central to Tajikeimik communications
- Assist in planning, and manage and monitor social media channels
- Layout and design communication materials, for example, social media posts, posters, newsletter, reports, signage, activity sheets, forms, etc.
- Research and write engaging, relevant copy for speeches, print, websites and social media
- Support Tajikeimik teams as a resource for their communications activities
- Assist with Tajikeimik events, including participating on planning teams, and assisting with set up and takedown
- Maintain positive, collaborative relationships with Tajikeimik teams, community Health Directors, Tribal organizations and Indigenous organizations
- Participate in team meetings and manage and prioritize your projects.

What we are looking for: _____

- Exceptional written and verbal communication skills, with the ability to recognize and effectively communicate with a variety of audiences
- Exceptional organization skills and a strong focus on details
- Sound knowledge of Mi'kmaw culture, people and communities
- Experience with Mi'kmaw organizations
- Highly motivated with problem solving skills
- Ability to prioritize and plan work tasks to produce optimal results
- Relationship builder with the ability to work effectively with multiple internal and external partners
- Creative, with an eye for layout and design, and an understanding of maintaining brand standards
- Self-motivated, a team player with the ability to work independently
- Confidential



- Ability to meet tight deadlines and multitask in a fast-paced environment
- Knowledge and support of Tajikeimik's vision and mission, with a passion, personal alignment, and commitment to Mi'kmaw health and wellness through self-determination over health resources.

Your qualifications: _____

- Relevant college or university degree and one to four years experience in communications or public relations roles (or combination of relevant education and experience)
- Advanced skills in Microsoft Office programs, specifically Word, Outlook, PowerPoint and Excel
- Experience with design programs, for example, Adobe Photoshop, InDesign and/or Canva
- Experience creating and maintaining websites, with an understanding of effective navigation, content and design
- Hold a Nova Scotia driver's license and willing to travel in Nova Scotia
- Ability to communicate, verbally and in writing, in the Mi'kmaw language would be an asset
- Preference will be given to Mi'kmaw applicants.

Salary to be negotiated based on experience.

The Organization

Tajikeimik is the new and developing health and wellness organization being created to lead health transformation on behalf of Mi'kmaq in Nova Scotia. In collaboration with Chiefs, Grand Council, and Health Directors, Tajikeimik will build on and evolve the health and wellness services and programs used by Mi'kmaw people in Nova Scotia; improve health service delivery; and strengthen coordination with Federal and Provincial health system partners—with the goal of improving overall health for Mi'kmaq and communities.

If you are a highly creative individual, seeking an exciting position in a dynamic environment where you can make a difference, Tajikeimik is looking for you.

Elukuti'kw wjit naji-wlo'ltinenew utanminal.
We are working toward better health for all in our communities.