



Sioux Valley Dakota Nation Employment Opportunity **Communications Coordinator**

POSITION SUMMARY: The Sioux Valley Dakota Oyate Communications Coordinator prepares and implements strategic, operational, and functional work plans on the Sioux Valley Dakota Nation Government. Develops and implements approved communication and consultation projects from each plan designed to foster awareness and understanding for SVDN Government activities to both external and internal audiences.

DUTIES INCLUDE:

- Develop and implements Communications Policies, protocols (media, emergency) and procedures, as well as writing and editing correspondence
- Development and implementation of communications strategic, operational and functional work plans by keeping abreast of developments as they occur, by developing and promoting the objectives of the Government of Sioux Valley Dakota Nation
- Researches, plans, organizes, develops, contracts, and directs the production of a variety of audio-visual projects and print projects as contained in the approved Annual Communications or Consultations Work Plan by developing, writing, rewriting and editing content and ensuring that expenditures are within the budget limits established
- Organizes news conferences, briefings, and interviews with the media by writing the initial drafts of news releases, and backgrounders
- Reviewing, understanding, and implementing the results of focus testing, public opinion polls, public correspondence, and media monitoring reports relevant to the Sioux Valley Dakota Nation Government and revising the appropriate communication and consultation work plans and projects
- Initiating and negotiating contracts for the production of Communications and Consultations Projects
- Determining budgetary requirements of projects, and managing communications and consultations resources
- Assisting with the planning, organizing and scheduling events for Sioux Valley Dakota Nation members living both on- and off- reserve such as Elder forums, Open Houses, and Community Meetings
- Compiling and issuing monthly and periodic activity reports including details on the budget and/or the activities accomplished by the incumbent and/or the other Program staff or staff and other reports assigned by the Chief and Council
- Establishing and maintaining communication with all Chief and Council and Program Managers, as well as review inquiries from members, and other stakeholders
- Shall be responsible for all communications on behalf of Sioux Valley Dakota Oyate Government including but not limited to KODA Radio, SVDN Governance website, social media sites, newsletters, and maintaining a contact list of on and off reserve members

QUALIFICATIONS:

- Post Secondary Degree/Diploma in Communications or Journalism or related field such as Business Administration with communications and journalism related courses
- Valid Manitoba drivers license and reliable vehicle
- Proficient with Technology and Software; Graphic Arts and Web Designing required
- Excellent verbal and written communication skills
- Report writing and interviewing skills, as well as high degree of confidentiality
- Must be able to work as a team and able to maintain a cooperative working relationship with staff
- Knowledge of all facets of communications and consultations
- Knowledge of Dakota language an asset

COMPETITION NUMBER: 202215

APPLICATION DEADLINE: Wednesday, March 2, 2022 at 4:00 p.m.

Submit cover letter and resume indicating competition number to:

Human Resources Department

Sioux Valley Dakota Nation

P.O. Box 38

Griswold MB R0M 0S0

Ph.: 204-855-2760 Fax: 204-855-2131

E-mail: happlications@svdngovernance.com

We thank all who apply but only those selected for an interview will be contacted.