



EMPLOYMENT OPPORTUNITY

Community Engagement Coordinator Onkwe'tà:ke Ronwanatia'tará:ni

KSCS is seeking a highly motivated, strategic, and creative individual to join the KSCS Communications Team

the Community Engagement Coordinator plans and produces public relations and communications materials to share through various media platforms while managing the KSCS social media content. They will proactively identify, develop, and implement innovative promotional campaigns and initiative programs to support strategies that enhance the organization's reputation.

Required Education & Experience:

- University Bachelor's Degree in Communications, English, or Journalism with one (1) to three (3) years of experience.
- College/CEGEP or University Certificate, DEC, or Diploma in a related field with three (3) to five (5) years of experience.

Required Skills:

- Knowledge of Mohawk culture/people, Kahnawà:ke systems, and community organizations.
- A valid driver's license and access to a vehicle is a requirement.
- Willingness to work flexible hours to effectively implement services or to participate to organizational or community meetings/events.

Status: Indefinite full-time position, with a 6-month probationary period.

Salary: Starting at \$29.74/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources at humanresources@kscskahnawake.ca. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at www.kscs.ca. Call 450-632-6880 for more info.

Deadline to apply is: No deadline.

GENERAL INFORMATION

Code:	C1-03
Job Title:	Community Engagement Coordinator -Onkwe'tàke Ronwanatia'taráni
Department:	Internal Operations
Date of Job Description:	July 2024
Date of Revision:	December 2024
Job Reports To:	Team Leader of Communications and Relations

JOB DESCRIPTION SUMMARY

Under supervision by the Team Leader of Communications and Relations, the Community Engagement Coordinator - Onkwe'tàke Ronwanatia'taráni independently applies learned skills, knowledge and practical experience to semi-routine tasks using established practices and standard procedures to complete assignments.

The Community Engagement Coordinator -Onkwe'tàke Ronwanatia'taráni the development and implementation of activities in area(s) of expertise to meet goals, service objectives and standards. Participates in the preparation and implementation of the communications strategy in alignment with the KSCS strategic plan. Cultivates strong external partnerships by managing, collating, and distributing organizational information to the public. Develops schedules and manpower requirements for assigned areas.

Makes business decisions/exercises judgment within generally defined policies in alignment with objectives. Alters approach or recommends broader procedural changes to improve effectiveness of group. Technical output is trusted as accurate and generally sound.

CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
To coordinate, plan and produce public relations and communications materials to share through various media, and recommend approaches to reach identified stakeholders that meet network priorities and objectives.	<ul style="list-style-type: none"> ➤ With the support of the Communications Team, develops and produces organizational newsletters, reports, brochures, etc. ➤ Manages and maintains the KSCS official website content is relevant and current. ➤ Collects and contributes to articles from various internal and external sources for publication. ➤ Ensures that all published information has been edited and approved by the Team Leader of Communications and Relations and other stakeholders prior to distribution. ➤ Maintains accurate calendars of public relations and communications materials and tools. ➤ Maintains up-to-date files of articles, photographs and materials relating to KSCS.
Assists with the organization of the communications services.	<ul style="list-style-type: none"> ➤ Assists in keeping the promotional, educational and publicity materials up to date. ➤ Assists in the maintenance of a system to track KSCS services and statistics and to measure public opinion. ➤ Assists in the development of the yearly Communication Services work plans in collaboration with the team. ➤ Attends trainings, workshops and conferences for professional or personal development as agreed to by the Team Leader of Communications and Relations. ➤ Attends Communications team meetings and all KSCS All Staff meetings and other meetings relevant to the position. ➤ Participates in committees relevant to public relations and communications.
To develop KSCS' public relations and communications initiatives.	<ul style="list-style-type: none"> ➤ Planning, creating, and publishing relevant media to share information with stakeholders.

	<ul style="list-style-type: none"> ➤ Serve as the primary spokesperson for KSCS, actively participating in community events, public forums, and social media live sessions to promote the KSCS' initiatives and values. ➤ Develop and maintain relationships with local media outlets, including radio stations, newspapers, and online platforms to ensure consistent and positive coverage of KSCS activities and events. ➤ Manage and regularly update the organization's social media channels, engaging with the community through live broadcasts, interactive posts, and responding to public inquiries to foster a strong and visible presence. ➤ Planning or directing the development of programs to maintain favorable public and stakeholder views of KSCS' agenda and accomplishments. ➤ Develops and implements innovative public relations and communications strategies and ensures that all information is effectively disseminated. ➤ Develops and implements promotional campaigns and initiatives. ➤ Develops articles, press releases and/or innovative advertisements for various local and national media. ➤ Arranges for the translation of communication materials into various Indigenous languages, English and French, as necessary. ➤ In conjunction with the Internal Communications Specialist, ensures consistency in messaging and tone throughout KSCS' website, social media, publications, and communications. ➤ Collaborates with the Internal Relations Coordinator to monitor news bulletins and various media sources, forwards relevant information to appropriate personnel. ➤ Collaborates with KSCS staff to collect, measure and synthesize information.
To coordinate, plan and execute public relations and communications programming.	<ul style="list-style-type: none"> ➤ Assists in the planning, development and maintenance of the KSCS Web Page and social media channels. ➤ Initiates and develops new ideas for the website and social media, in collaboration with the communications staff. ➤ Supports the collection of metrics across communication platforms and makes suggestions to encourage followers and engagement. ➤ Coordinates posting and engagement through KSCS website and social media. ➤ Plans and develops a system for gathering of up-to-date information. ➤ Schedules, collects and regularly contributes information to the website.
Performs any other job-related duties as may be required by the immediate Supervisor	

COMMUNICATIONS	
Team Work:	➤ Frequently requires a level of collaboration & cooperation to get work or projects complete
Advising:	➤ Frequently provides information that must be understood and explained.

ENVIRONMENTAL FACTORS	
Types of Schedule:	➤ Regular work week, Some flexible hours.
Stress Factor:	➤ Moderate stress.
Deadlines:	➤ Some tight deadlines.

ACCOUNTABILITY

- To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives.
- To ensure comprehensive, effective and efficient public relations services.
- To maintain professional, clear and positive image of KSCS with the community and other stakeholders.
- To ensure accurate and timely sharing of information within KSCS and the community.
- To prepare well-researched reports, newsletters, etc. to the highest professional standards.
- To provide collaborative support to the communication team.
- To work fairly and honestly with communications media and to not knowingly disseminate false or misleading information.
- To provide high-quality print and visual media aspects of the service.
- To maintain confidentiality practices.
- Must not accept any form of gift, compensation or fees outside of KSCS.

QUALIFICATIONS

Education and Experience	<ul style="list-style-type: none"> ➤ University Bachelors Degree in Communications, English, or Journalism with one (1) to less than three (3) years of experience, OR ➤ College/CEGEP or University Certificate, DEC, or Diploma in a related field with three (3) to less than five (5) years of experience OR ➤ Minimum High School diploma with five (5) to less than ten (10) years related work experience
Skills and Requirements	<ul style="list-style-type: none"> ➤ Knowledge of other resources within and outside of the Community. ➤ Ability in networking and establishing professional relationships. ➤ Excellent skills in public speaking. ➤ Ability to track metrics and statistics. ➤ Ability to produce and present reports. ➤ Ability to manage websites and social media content ➤ Excellent computer skills. ➤ Excellent organizational skills. ➤ Knowledge of Mohawk culture/people, Kahnawà:ke systems and community organizations. ➤ Ability to multitask and work under pressure. ➤ A valid driver's license and access to a vehicle is a requirement. ➤ Ability to deal with moderate to high stress. ➤ Willingness to works flexible hours to effectively implement services or to participate to organizational or community meetings/events.
Assets	<ul style="list-style-type: none"> ➤ Knowledge of the Kanien'keha language. ➤ Knowledge of the French language.