



EMPLOYMENT OPPORTUNITY

Communications Generalist – Onkwata'karitáhtshera

KSCS is seeking a highly motivated, creative, and technology-savvy individual to develop and support Onkwata'karitáhtshera's communication efforts.

Under supervision by the Team Leader of Communications and Relations, the Communications Generalist - Onkwata'karitáhtshera plays a pivotal role in advancing visibility, engagement, and messaging efforts across multiple platforms. This role involves designing, creating, and managing a range of communication materials that effectively convey the organization's values, services, and community initiatives.

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.
- Minimum High School diploma with five (5) to less than ten (10) years of related work experience.

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:	C1-06
Job Title:	Communications Generalist - Onkwata'karitáhtshera
Department:	Communications
Date of Job Description:	January 2025
Job Reports To:	Team Leader of Communications and Relations

JOB DESCRIPTION SUMMARY

Under the supervision of the Team Leader of Communications and Relations, the Communications Generalist - Onkwata'karitáhtshera plays a key role in advancing visibility, engagement, and messaging efforts across multiple platforms. This role involves designing, creating, and managing a range of communication materials that effectively convey the organization's values, services, and community initiatives.

The Communications Generalist will be responsible for producing content that spans digital, print, and social media, including newsletters, press releases, brochures, and visual content for campaigns. This role also includes graphic design responsibilities, where the Communications Generalist will use creativity and strategic insight to develop visual materials that align with Onkwata'karitáhtshera's brand and objectives. By ensuring a consistent, positive, and professional image, this role supports public relations efforts that foster strong relationships with community members, media outlets, and other stakeholders.

In addition to content creation, the Communications Generalist will be actively involved in organizing and promoting events, collaborating on public relations campaigns, and monitoring metrics to enhance engagement.

Decisions are based on significant analysis & interpretation within policy. Modifies methods, techniques & procedures to achieve results. Has full autonomy to deliver to predefined accountabilities. Technical output is trusted as accurate & sound.

CORE RESPONSIBILITIES AND DUTIES

Core Responsibilities	Duties
Content Creation and Management	<ul style="list-style-type: none"> ➤ Develops, writes, manages and edits content for Onkwata'karitáhtshera's website, social media platforms, newsletters, reports, and brochures, ensuring all messages align with the organization's mission and strategic goals. Manages and maintains the KSCS official website content is relevant and current. ➤ Oversees social media management, including content planning, daily updates, community engagement, and responding to inquiries to maintain an active and engaging online presence. ➤ Collaborates with internal and external stakeholders to collect relevant updates, news, and success stories for communication with the community, regularly updating the website and other media to reflect current programs and achievements. ➤ Creates and distributes e-newsletters, summarizing key events, program highlights, and community resources, and coordinates approvals for all content with the Team Leader of Communications.
Graphic Design and Visual Communication	<ul style="list-style-type: none"> ➤ Designs, develops, and produces high-quality visuals for print and digital channels, including newsletters, posters, brochures, social media graphics, presentations, and web content that resonate with the Kahnawà:ke community and uphold Onkwata'karitáhtshera's brand identity. ➤ Conceptualizes and executes creative promotional materials that convey key messages effectively, such as infographics, event advertisements, and visual campaigns, ensuring brand consistency and cultural relevance.

	<ul style="list-style-type: none"> ➤ Advises the Communications team on best practices in graphic design, including layout, typography, and color selection, to enhance readability and visual appeal. ➤ Maintains a library of photos, graphics, templates, and visual assets for future use, ensuring efficient project turnaround times and high-quality results across all projects.
Public Relations and Community Engagement	<ul style="list-style-type: none"> ➤ Acts as an organizational ambassador, engaging with the public and community members at local events, public forums, and community meetings to promote Onkwata'karitáhtshera's initiatives and gather feedback. ➤ Builds and maintains relationships with local and regional media outlets, coordinating media coverage and press releases to increase awareness of Onkwata'karitáhtshera's activities and foster positive public perception. ➤ Represents Onkwata'karitáhtshera as a spokesperson when appropriate, speaking at events, participating in media interviews, and conducting live social media sessions to address community questions and promote new initiatives. ➤ Organizes and supports outreach initiatives, such as information fairs, open houses, and community talks, providing promotional materials, coordinating logistics, and ensuring successful engagement with attendees.
Collaborative Communications Management	<ul style="list-style-type: none"> ➤ Attends all Onkwata'karitáhtshera-related meetings, subcommittees, and strategic planning sessions as required, actively listening and contributing concepts and ideas for communications strategies to support organizational goals and initiatives. ➤ Collaborates with the Communications team to coordinate multi-channel marketing and awareness campaigns, developing timelines, assigning tasks, and ensuring adherence to deadlines ➤ Monitors and evaluates engagement metrics across various platforms (e.g., website traffic, social media reach, and newsletter open rates) and provides reports to assess the effectiveness of communications strategies. ➤ Supports the planning and execution of internal and external events, overseeing communication logistics, drafting messaging, creating event materials, and liaising with stakeholders to promote event attendance and ensure smooth operations. ➤ Maintains organized records of communications materials, publications, and media mentions to document Onkwata'karitáhtshera's outreach efforts and track improvements in public engagement over time. ➤ Attends team meetings, training sessions, and relevant organizational gatherings to stay updated on the organization's activities and strategic initiatives. ➤ Fosters a collaborative work environment within the Communications team by sharing insights, offering feedback, and supporting colleagues in achieving shared goals.
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.

Immediate Supervisor

Incumbent

Date