

387-A St.Paul West  
Montreal, Quebec  
H2Y 2A7



Tel: 514-285-6475  
Fax: 514-285-1441  
kshecapio@niskamoon.org

## **Employment Opportunity (2<sup>nd</sup> Posting)**

### **Communications/Administrative Officer**

The Niskamoon Corporation is presently seeking a dynamic and resourceful individual with strong organizational/communication skills to develop, maintain, and implement communication and promotion strategies and information programs. You will publicize activities and events as well as update and maintain Niskamoon Corporation's website and other approved social media solutions.

Your professionalism and strong interpersonal relations facilitate the coordination and monitoring of administrative procedures in the implementation of policies and procedures with Niskamoon's partners in the areas of the Technical Employment with Hydro-Quebec Program (TEHQ Program). Moreover, you enjoy organizing and coordinating activities such recruitment campaigns, reviewing high school based project submissions, promoting TEHQ Program information as well as managing the Niskamoon Summer Student Employment Program for students in accordance with Niskamoon Corporation's Program Policies and Procedures.

### ***Your Role***

You will manage, coordinate and maintain the Niskamoon Corporation Website and approved Social Media solutions for all programs in relation to promotion and marketing activities;

Using approved news mediums, you will prepare and deliver publicity programs and information materials to increase awareness of Niskamoon Corporation Programs;

Plan, organize and oversee preparation of the publicity events, annual reports, briefs, presentations and press releases as well as initiate and maintain contact with the Media for interviews and news conferences;

Oversee proper promotion and advertising of the TEHQ Program Recruitment Campaign events and activities;

You will also maintain and coordinate administrative procedures to facilitate and expedite processes, develop administrative guidelines for the high school based projects and implement, administer and monitor the high school science projects and student orientation trips as approved

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by Niskamoon Corporation and in accordance with established policy as well as provide updates and reports;

Make recommendations and assist in implementing and administering the TEHQ program policies and procedures including the Summer Student Employment Program and assist in yearly budget preparation activities in your sector of activity;

You may be asked to train other staff members in his/her area of operations, make appropriate recommendations in his/her area of operations;

May be asked to perform any other related duties and functions

### ***Your Profile***

You hold a Bachelor's Degree in Administration, Public Administration, Communications, Marketing or other related field or you have training or four (4) years of experience in a relevant field which may compensate for lack in qualifications;

You are fluent in Cree, French and English (mandatory), you have excellent communication and interpersonal skills as important assets;

You also have a written knowledge of English and are Computer literate and knowledgeable of mainstream software (ie.Microsoft Office) is **MANDATORY**;

Niskamoon Corporation may at its discretion waive any or all of the aforementioned requirements if it finds a suitable candidate who is a beneficiary of the JBNQA and who accepts, as a condition of employment, to follow a training plan determined by Niskamoon Corporation.

**ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.  
WORK LOCATION: MONTREAL (387A, ST-PAUL WEST ST.)**

SEND YOUR RESUME TO:  
George Pisimopeo, Regional Coordinator, Program TEHQ  
Via email: [gpisimopeo@niskamoon.org](mailto:gpisimopeo@niskamoon.org)

Via fax: 514-285-1441

**DEADLINE TO APPLY: Friday, February 10, 2012**