

Yellowhead Tribal Council

P.O. BOX 3420, Morinville, AB T5R 1S3

Sub-office: #300 – 17403-105 Avenue
Edmonton, AB T5S 2G8

Posted: Monday, July 22, 2024

Employment Opportunity: Social Media and Communications Assistant

Position Overview: We seek a dynamic and creative Social Media and Communications Assistant to join our team. Reporting directly to the Communications Manager, the Assistant will play a pivotal role in enhancing our digital presence and promoting our programs and events to our community and beyond.

Responsibilities: The duties encompass flexibility and responsibility, promoting innovative thinking while adhering to reasonable guidelines. These responsibilities include, but are not limited to:

- Develop engaging content for social media platforms (Facebook, Instagram, TikTok, etc.) that aligns with YTC's goals and values.
- Monitor and respond to comments and messages on social media channels promptly.
- Assist in creating and scheduling posts, updates, and campaigns across various platforms.
- Collaborate with departments and the Communications Manager to plan and implement social media strategies to increase engagement and reach.
- Support the development and maintenance of YTC's website content.
- Assist in drafting press releases, newsletters, and other communications materials.
- Monitor analytics to track social media performance and provide insights and recommendations for improvement.
- Stay informed about industry trends and best practices in social media and communications.

Qualifications:

- Understanding of the Yellowhead Tribal Council.
- Knowledge of the cultural vibrancy and diversity of the YTC four member Nations.
- Completed or working towards a diploma or degree in Communications, Marketing, Public Relations, Multimedia Production, Digital Media, or a related field.
- Experience designing content and managing social media platforms (Facebook, Instagram, TikTok, etc.) for an organization or brand.
- Familiarity with computer and camera equipment, with the ability to operate both effectively, is an asset.
- Strong written and verbal communication skills; ability to craft compelling content.
- Proficiency in social media management tools (e.g., Hootsuite, Buffer) and analytics platforms.
- Familiarity with computer and camera equipment, with the ability to operate them effectively. Knowledge of editing and design tools is also an asset. (e.g. Adobe Creative Suite)
- Highly organized, detail-oriented, and able to manage multiple tasks effectively.
- Ability to work independently as well as collaboratively in a team environment.
- A passion for community engagement and promoting First Nation cultures and initiatives.

Working Conditions:

- Full-time position, Monday to Friday, from 8:30 AM to 4:30 PM.
- Must have a reliable vehicle and valid driver's license for occasional local travel related to events and meetings.
- Work will primarily occur at our office on the third floor, requiring regular use of stairs.
- Occasional flexibility is necessary for local travel and evening or weekend events.

Salary: Commensurate with qualifications and experience.

Application Process: To apply, please submit a cover letter and resume to Joy Sandy at joy.sandy@ytcadmin.ca. Applications can also be faxed to 587-524-0181 or dropped off at our sub-office address at #300 – 17403-105 Avenue, Edmonton, AB T5S 2G8.

Deadline: Applications will be accepted until Monday, August 5, 2024, at 4:30 PM.

About Us: The Yellowhead Tribal Council (YTC) is dedicated to serving our member First Nations—Alexander First Nation, Alexis Nakota Sioux Nation, O'Chiese First Nation, and Sunchild First Nation—by providing essential programs and services. We are committed to fostering community growth and well-being through cultural preservation and innovative initiatives. Join our team and contribute to enhancing communication and engagement within our vibrant community at YTC!

This employment competition will close on **August 7, 2024**. Please note that only candidates who meet the specified criteria will be contacted. Thank you for your understanding.