

·ἀσ-Vdἀ>לִי שִׂירֹדֹם אָלִי ס בֹכּגָס: סֹס (גֹּאָל סִירָ) Grand Council of the Crees (Eeyou Istchee) Grand Conseil des Cris (Eeyou Istchee) Aאל חעאיירטל Cree Nation Government Gouvernement de la Nation Crie

Job Posting

Career Opportunity: Communications and Prevention Advisor

Department: Eenou Eeyou Police Force Salary Grade 5: (Min. \$56,158.00 – Max. \$84,237.00) Status: Permanent Location: Chisasibi

Core Functions

The Communications and Prevention Advisor is responsible to manage and develop the procurement, supply and distribution of information for the Department. The incumbent ensures the dissemination of all required information within the administration is reviewed and up-to-date. The incumbent liaises and supports the investigation team in the development of prevention programs.

Functional Responsibilities

- Develop and execute communication plans for the Department such as writing internal newsletters, press releases, advertisements, PowerPoint presentations, and annual reports
- Plan and design related communication tools such as annual reports, newsletters, and posters
- Develop, manage and maintain a database of all communications strategies
- Writing and editing reports, publications and website contents
- Provide updates when directed and necessary on the Department's social media
- Lead or participate in the development of special projects
- Ensure that all communication content is properly screened, and approved by the Police Director

Interaction/ Communication Responsibilities

- Expand the catalog of promotional assets, such as photos, pamphlets, posters, and success stories
- Provide editing and proof-reading support to the Senior Officers
- Provide advice and support staff with regards to their professional presentations
- Collaborate with the Human Resources department to organize events such as the Regional Career Fair, conferences, and capacity building opportunities on a community and regional level

Prevention Responsibilities

- Communicate with supervisor, local police officers, other community departments, members of the public, and any other individuals to gather appropriate information
- Conducts research, gathers and compiles information on criminal activity and officer safety matters
- Collect, search, compile and analyses data from data banks, and correlate new and existing information



- Provide crime statistics, suspect information and crime patterns and trends through maps, graphs, charts, tables and visual illustrations
- Identify regional and local problems and needs of the communities in terms of crime and crime prevention

Education and Certification

• Bachelor's degree in Communications, Graphic Design, Journalism or related field

Experience

• Three to five years of relevant work experience

Language

- Fluency in verbal Cree
- Fluency in English

Knowledge and Abilities

- Proficiency with multimedia software such as: Photoshop, Illustrator, InDesign and Adobe Acrobat
- Excellent writing skills and ability to proofread effectively
- Strong attention to detail and accuracy
- Proven ability to be discreet and maintain confidentiality
- Strong organizational skills and the ability to coordinate multiple projects
- Strong judgment and proven ability to problem-solve
- Demonstrated ability to take initiative

Additional Requirements

• Willingness to travel occasionally

The Cree Nation Government may, at its discretion, waive any or all of the requirements if a suitable candidate who is a JBNQA beneficiary accepts to follow a training plan determined by the Cree Nation Government as a condition of employment.

Application Period

From October 7, 2019 to October 22, 2019

Application Your application must be sent by email with the competition number: **EEPF-191001-1**

Valerie Mianscum Recruitment Officer Email: <u>hr@cngov.ca</u> Tel.: 819-673-2600