

## Communications Officer - Indigenous Education College and Public Relations

Full-Time, Term Position Available (September 2018 up to September 2019)

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email

An eligibility list may be created for similar casual, part-time, full-time, and term positions

*Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.*

### Duties:

Advancing Indigenous Achievement is one of the top priorities at Red River College. RRC is committed to enhancing the environment supporting Indigenous student success and the College is committed to creating a seamless flow of strategic supports that increase enrollment, reduce attrition, and increase graduation rates for Indigenous students across the college. RRC aims to improve education attainment levels and success rates and ensure students have access to all career sectors.

As part of the College's Strategic Development division, this position will report to the Director, College and Public Relations, working very closely with the Executive Director, Indigenous Strategy, to support communications activities relating to Indigenous education, programs and services. Specific activities will include research, writing and/or editing stories for blogs, reports, social media and other written materials; preparing news releases and helping manage media inquiries; liaising with employees and leaders at all levels; creating promotional materials; creating and sending electronic newsletters and notices; handling website/blog updates and social media; developing other internal and external communication products; responding to stakeholder inquiries; planning events; photography; award submissions; and associated administrative duties. Travel between regional and local campuses is required.

### Required Qualifications:

- Degree in a communications-related field; a Diploma in communications with relevant experience may be considered an equivalent combination of education and experience
- Professional communications experience
- Ability to quickly understand and communicate complex subject matter
- Ability to formulate strategy, understand audience needs and respond accordingly
- Ability to work with tight timelines and under pressure
- Experience managing media requests and planning news conferences
- Experience developing communications for social media platforms
- Proficient with Microsoft Office Suite 2010 or greater
- Excellent technical and media writing skills
- Excellent attention to detail and proficiency in grammar
- Effective organizational skills
- Excellent interpersonal communication skills
- Excellent written and verbal communication skills
- Able to work independently, as well as part of a team
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

### Assets:

- Experience writing proposals
- Experience working with Indigenous organizations
- Experience working in post-secondary education

### Conditions of Employment:

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

*We seek diversity in our workplace. Aboriginal persons, women, visible minorities and individuals with disabilities are encouraged to apply.*

Competition Number: 2018-136  
Closing Date: August 29, 2018  
Salary Range: \$56,777 - \$77,695 per annum

Apply to Red River College by email: [humanresources@rrc.ca](mailto:humanresources@rrc.ca)

We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit [blogs.rrc.ca/hr](http://blogs.rrc.ca/hr)  
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