



TAKU RIVER TLINGIT FIRST NATION  
External Negotiation Department



**EMPLOYMENT OPPORTUNITY**

POSITION: Communication Specialist-Treaty-Whitehorse Office.

SUPERVISOR: Senior Manager-Negotiator-TRTFN

WAGE: \$25-\$35 depending on education & experience.

STATUS: Full-time

CLOSING DATE: Until filled

We are looking to employ a Communications Specialist with exceptional public speaking and writing skills. A Communications Specialist is expected to be a strategic thinker with a meticulous attention to detail, working well under pressure and meeting deadlines.

Understanding of First Nations Culture, Traditional Knowledge, and laws. Understanding of Taku River Tlingit culture is preferred.

You will have excellent interpersonal and communication skills with the ability to multitask and adapt in a fast-paced environment. To ensure success, Communications Specialists should be innovative, organized, and self-motivated with a keen interest in driving strategic messages to key internal and external role-players.

**Communications Roles & Responsibilities**

- Develop and implement a communication strategy that includes media outreach and social media content creation.
  - Research and write press releases, and content for the company website, infographics, blogs, and newsletters.
  - Acquire and maintain a detailed knowledge of the TRT policies, principles, and strategies, and to keep up to date with relevant developments.
  - Arrange and coordinate press conferences, and plan events.
  - Adhere to the company's style guide, ensuring that we produce high-quality and error-free copy.
  - Work with key internal role-players to brainstorm content ideas, in line with the company's strategy and in support of various brand initiatives.
  - Support and evaluate results of communication campaigns with the team.
  - Reports directly to Treaty Lead Negotiator
  - Creating/Maintaining Membership Mailing List
  - Creating/Maintaining Membership Emailing List
  - Creating/Maintaining Membership Telephone List
  - Creating/Maintaining Family Group Lists
  - Creating/Maintaining Treaty Website
  - Creating/Maintaining Social media sites (FB, Instagram)
  - Monthly Treaty Newsletters
  - Follow up calls with TRT members, as a follow up to mailouts
  - Incorporating Traditional Knowledge into Monthly Newsletter
  - Posters, Webpage, social media for Treaty Events
  - Maintaining communication files, including incoming and outgoing communications
  - Preparation of information for community meetings; posters, photocopying, distribution of information
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**CONDITIONS OF EMPLOYMENT:**

A bachelor's degree in political science or Business administration (4 years education from a recognized university) with at least 2-4 years of proven professional experience preferably in the context of a First Nation government/administration. An equivalent combination of work experience will be recognized. Fluency in all aspects of MS office programs as well as a solid understanding of social medias management is required. Excellent written English skills is a must for this position.

Valid driving license; Criminal Record Check (RCMP Clearance)

This position requires commuting from Whitehorse, Yukon, to the Taku River First Nation government in Atlin, British Columbia, from time to time as required.

**APPLICATION PROCESS:** e-mail applications to: [senior.admin@gov.trtfn.com](mailto:senior.admin@gov.trtfn.com)

**Preference will be given to First Nation citizens, and Yukon-based candidates.**

