



# SWAN RIVER FIRST NATION

P.O. Box 270  
Kinuso, Alberta, T0G 1K0  
Tel: (780) 775-3536  
Fax: (780) 775-3796

## TERM-EMPLOYMENT OPPORTUNITY Community Communication Administrator

The Swan River First Nation is looking for an energetic and organized individual with strong interpersonal skills for a one-year term position of “**Community Communication Administrator**”. The position may be extended subject to availability of funding.

Under the direction of the CEO, the **Community Communication Administrator** will be responsible for reviewing, implementing and administering the Nation’s Communication systems.

### DUTIES

- Comprehensive review of Swan River First Nation Community Communication Systems and making recommendations for improvements
- Developing and implementing the Communication Policies and Plans
- Developing and implementing necessary tools for efficient and effective Communication within the Community
- Providing necessary reports/analysis to management on monthly basis
- Researching funding opportunities for the project
- Performs other duties as required

### EDUCATION:

- Minimum grade 12 and Degree/Diploma with experience in related field
- Experience working with computer software
- Experience/familiarity with proposal writing
- Excellent communication/organization skills;
- Strong interpersonal skills

**DEADLINE:** January 29, 2021 @ 4:00 P.M.

**SALARY:** Commensurate with experience and education

Please submit your resume in confidence to:

**Chief Executive Officer**  
Box 270, Kinuso, Alberta T0G 1K0  
Fax: (780) 775-3796  
Email: [rafi.khan@srfn.ca](mailto:rafi.khan@srfn.ca)

*Note: We thank all who apply and advise that only those selected for consideration will be contacted*