



Union of Nova Scotia Mi'kmaq
Capacity Development Department
Job Description



Position Title: Communications Coordinator

Supervisor: Governance Manager

Location: Membertou or Cole Harbour Office (other work locations may be considered)

Employment Term: Full-Time (One Year with Possibility of Extension)

Scope of Position

Reporting to the Governance Manager, the Communications Coordinator is responsible for planning, developing, and implementing communications strategies that support the goals and priorities of the Mawkim Team. The position ensures clear, consistent, and culturally appropriate communications across internal and external channels and works collaboratively with the Outreach Coordinator to ensure community engagement outcomes are accurately reflected in communications materials.

Key Responsibilities

- Develop and implement communications strategies and plans that support strategic priorities.
- Collaborate with leadership, team members, and partners to identify communications needs and key messages.
- Research, write, edit, and coordinate communications materials for a variety of audiences and platforms.
- Develop newsletters, presentations, reports, promotional materials, and other communications products.
- Coordinate the creation of visual and multimedia content, including graphics, infographics, and videos.
- Manage and maintain website content, social media platforms, and digital communication channels.
- Ensure communications are accurate, accessible, culturally appropriate, and aligned with organizational branding and messaging.
- Track communications activities, prepare reports, and support continuous improvement initiatives.

Qualifications

- Experience in communications, public relations, marketing, content development, or a related field.
- Equivalent combinations of experience, education, training, and community knowledge will be considered.
- Experience working with Mi'kmaq or Indigenous communities is an asset.
- Strong written, verbal, and editing skills.
- Knowledge of digital communications and content development.
- Strong organizational and project coordination abilities.
- Ability to work independently and as part of a team.
- Knowledge of Mi'kmaq communities, culture, and protocols is an asset.
- Ability to travel and work occasional evenings and weekends.
- Valid driver's license is considered an asset.

Please note that the duties outlined in this job description are not exhaustive and other duties may be required.

Cultural Safety and Respectful Engagement

The successful candidate will demonstrate a commitment to culturally safe, respectful, and inclusive practices that reflect Mi'kmaw values, perspectives, and ways of knowing. They will foster positive relationships, communicate respectfully, and contribute to a workplace environment grounded in cultural humility, reconciliation, and continuous learning.