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Qulliq Energy Corporation
Société d'énergie Qulliq
Qulliq Alruyaktuqtunik Ikumatjutiit

Put a NEW KIND of **ENERGY** in **YOUR CAREER.**

Entrusted with supplying safe, reliable and efficient energy to the citizens of Nunavut, through both traditional and alternative sources, **Qulliq Energy Corporation (QEC)** offers many opportunities for those seeking to convert their skills and expertise into professional success. Sounds like you? Join our team. Wide-open spaces, rewarding work in a variety of settings, and the chance to contribute to the well-being of all Nunavummiut will bring new energy to your career - now and in the future.

COMMUNICATIONS OFFICER

IQALUIT, NU - Ref. No. QEC-18-006

In a geographically dispersed organization like QEC, operating in diverse communities across Nunavut, the Communications function plays a vital role in keeping us connected with our internal and external stakeholders - from remotely based employees to Government of Nunavut (GN) departments, to the general public. If you're up to the challenges and opportunities this role can offer, let's talk.

Reporting to the Manager, Corporate Communications, you'll support the Division with the preparation of internal and external communications products, the planning of public relations activities, and the management of social media tools. An important and integral part of your mandate as Communications Officer will involve supporting QEC in fulfilling its responsibilities under the *Official Languages Act* and the *Inuit Language Protection Act*, by ensuring that all communication products are culturally relevant to stakeholders and accessible in the language of their choice.

DUTIES AND RESPONSIBILITIES INCLUDE:

- Preparing and distributing PSAs on planned/unplanned power outages, public safety concerns, etc.;
- Drafting and editing the Minister's statements, news releases, and executive correspondence;
- Assisting in developing and maintaining QEC's intranet initiatives as well as its online presence;
- Monitoring corporate-wide branding by coordinating electronic signatures, business cards and promotional materials, and ensuring corporate materials are consistently branded and translated;
- Liaising with contractors and creative agencies to develop advertisements, program materials, and social media campaigns;
- Assisting with QEC's scholarship, sponsorship and corporate donations programs;
- Coordinating staff attendees and representing QEC at conferences, events and trade shows;
- Assisting in preparing senior management for presentations and speaking engagements;
- Building and fostering positive community and media relations;
- Completing daily environmental scans on the energy and utility industries for Senior Management, the Board of Directors, and QEC Minister's office;
- Developing and maintaining a digital library of photographs, videos and other graphic elements;
- Coordinating translations for QEC departments with the Language Bureau and outside contractors;
- Preparing reports on Inuit language activities for the Culture & Heritage Department; and
- Assisting the Manager, Corporate Communications with drafting the annual report narrative.

REQUIRED QUALIFICATIONS INCLUDE:

- Post-secondary diploma and 2+ years' experience in communications, public relations, or marketing;
- Ability to conceptualize, structure and write compelling brochures, presentations, online, media, and corporate reports, consistently delivering superior work and meeting high standards of confidentiality;
- Ability to work in a team environment and independently, and balance competing priorities;
- Ability to interact professionally with all levels of staff and management;
- Ability to learn new technologies;
- Strong written and oral communication, research, problem-solving, time management, organizational and multi-tasking skills;
- Strong customer service orientation and attention to detail;
- Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint).

ASSETS:

- Strategic planning, reputation management, media relations, branding or graphic design experience;
- Experience with Adobe Acrobat, Illustrator, Photoshop and InDesign;
- Knowledge of Inuit Societal Values and an understanding of Inuit Qaujimajatuqangit;
- Knowledge of Nunavut, the land, language and culture;
- Ability to speak Inuktitut, Inuinnaqtun and/or French; and
- Knowledge of the *Nunavut Agreement*, and the northern culture and political environment.

A combination of education and related work experience may be considered.

We offer a competitive salary ranging from \$79,170 to \$97,129 per annum and a comprehensive benefits package, including a Northern Living Allowance of \$15,016 per annum. This position is included in the Nunavut Employees Union. Subsidized staff housing is available.

Preference will be given to Nunavut Inuit; however, if there is no successful Nunavut Inuit, this position will be offered as a 2- to 3-year term.

Apply in writing, by **June 15, 2018**, to: hr@qec.nu.ca


or by mail to: **Human Resources, Qulliq Energy Corporation, P.O. Box 420, Baker Lake, NU X0C 0A0.**

We thank all applicants for their interest; however, only those selected for further consideration will be contacted.

qec.nu.ca

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