



JOB POSTING

Communications Officer and Support Technician

SUMMARY:

Reporting to the Chief Executive Officer (CEO), the **Communications Officer and Support Technician's** position is responsible for planning, development and implementation of all of the George Gordon Developments Ltd.'s (GGDL) marketing strategies, communications, and public relations activities, both external and internal. The Support Technician is responsible for all digital Information assets for GGDL. He/she will maintain, monitor and keep an ongoing inventory of all information related assets of GGDL.

The **Communications Officer and Support Technician** will: (a) possess adequate communication skills; (b) demonstrate adequate proficiency in computer skills; (c) be able to maintain, monitor and troubleshoot servers and related peripherals.; (e) possess a valid Class 5 driver's licence, a clean driver's abstract and access to a vehicle; and (f) be able to travel on short notice.

MINIMUM JOB REQUIREMENTS:

1. 2-year Diploma in business, marketing, or public relations preferred.
2. 2-year Diploma in administration will also be acceptable.
3. CompTIA A+ Certification in Computers.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

1. Demonstrated skills, knowledge and experience in the design and execution of marketing, communications and public relations activities.
2. Strong creative, strategic, analytical, organizational and personal skills.
3. Experience developing and managing work plans and budgets.
4. Demonstrated successful experience writing press releases and making presentations.
5. Experience overseeing the design and production of print materials and publications.
6. Have knowledge of Windows Servers Software.
7. Have knowledge of Web Related Applications.
8. Knowledge of the different information systems related to Windows Software.
9. Ability to manage multiple projects at a time.
10. Knowledge of web basic applications.

Direct resume including evidence of appropriate qualifications by **April 6, 2018:**

Glen Pratt

CEO, George Gordon Developments Ltd.

Box 248, Punnichy, Sk S0A 3C0

email resumes to: admin@ggdevelopments.com

All qualified candidates are encouraged to apply; however, George Gordon First Nation members will be given priority. Only those considered for interview will be contacted and we thank all applicants for considering GGDL for employment.