



POSITION:	PUBLIC RELATIONS OFFICER
DEPARTMENT:	GENERAL ADMINISTRATION
COMPETITION NUMBER:	PRO/1902-01
LOCATION:	MONTREAL
STATUS:	FULL-TIME REPLACEMENT POSITION
STARTING DATE:	FROM FEBRUARY 2019 TO FEBRUARY 2020

Kativik Ilisarniliriniq is a school board offering educational services in the 14 communities of Nunavik.

Under the supervision of the Communications Coordinator, the Public Relations Officer shall participate in the development and implementation of communication policies and plans to support the school board's strategic plan, and to inform students, employees, parents and general public, using various media forms and tools.

FUNCTIONS & DUTIES:

- Research, develop and produce engaging content for the school board's annual report and monthly newsletter;
- Monitor promotional campaigns and develop content for these campaigns;
- Help develop and produce engaging content for the school board's various publishing platforms (paper and electronic)
- Participate in the preparation of content and material required for assigned projects, taking into account the team's production schedule;
- Post information on the school board's website and social media platforms when necessary;
- Ensure primary responsibility for public relations activities implemented across the communities of Nunavik, particularly the planning and preparation of speeches and support the weekly interview program carried out in collaboration with the local media;
- Participate in planning and organizing corporate events;
- Any other task assigned by the supervisor

QUALIFICATIONS:

University undergraduate degree, preferably in communication, journalism or public relations;
At least one (1) year of relevant experience

The Board may, at its discretion, waive any or all of the afore-mentioned qualifications if it finds a suitable candidate who is a beneficiary of the James Bay and Northern Québec Agreement (JBNQA) and who accepts, as a condition of employment, to follow a training plan determined by the Board.

REQUIREMENTS:

- Advanced English and editing skills;
- Working knowledge of two (2) of the school board's three (3) official languages (English, French and Inuktitut);
- Knowledge of or fluency in Inuktitut is considered an asset for this position
- Be prepared to travel to Nunavik when necessary;
- Strong computer skills, including word processing and desktop publishing (Adobe suite);
- Excellent organizational and problem-solving skills;
- Ability to work collaboratively in a team environment;
- Intercultural communication skills;
- Dynamic, resourceful and enthusiastic.

CLASSIFICATION / SALARY / BENEFITS:

In accordance with the SPPOM collective agreement for professionals / From \$40 865 to \$75 239 annually depending on qualification and experience.

In addition to salary, you may be eligible to other benefits such as:

- 20 days of annual vacation
- 2 weeks of vacation during Holiday season

and, when applicable, other benefits such as:

- Summer schedule
- Housing
- Northern allowance
- Social trips
- Food cargo

All benefits are prorated based on the percentage of the task.

DEADLINE FOR APPLICATION IS: 4:00 pm, February 19, 2019

SEND APPLICATION BY E-MAIL TO:

professionnels@kativik.qc.ca

You must indicate PRO/1902-01 in the subject of the e-mail.

**Human Resources
Kativik Ilisarniliriniq**

Only those candidates under consideration will be contacted.