

Job Posting: 4356 - Position: Communications Assistants

Co-op Work Term Posted:	Summer
Application Deadline	02/04 11:59 PM
Application Method:	Career Bridge
Posting Goes Live:	01/24 2:47 PM
Job Posting Status:	Approved

Company Information

Organization	Indigenous and Northern Affairs Canada
Salutation	Ms.
Job Contact First Name	Jane
Job Contact Last Name	Doe
Contact Title	Manager, Business Management Unit, Communications
Address Line One	Branch 00 Wellington Street, Room 1900
City	Gatineau
Postal Code / Zip Code	T1K 3M4
Country	Canada

Job Posting Information

Term Posted	Summer
Job Title	Communications Assistants
Duration	4 Months/Poss. Extension
Job Location	Ottawa, ON
Job Description	

Indigenous and Northern Affairs Canada (INAC)

INAC's mandate is to support Indigenous peoples in Canada (First Nations, Inuit and Métis) and Northerners in their efforts to:

- improve social well-being and economic prosperity
- develop healthier, more sustainable communities
- participate more fully in Canada's political, social and economic development - to the benefit of all Canadians

The Communications Branch

The branch supports programs to ensure that INAC employees and the public have a better understanding of Indigenous and Northern issues, and of the department's priorities and results. Communications is an integral part of government services to the public for an open and transparent flow of information. Communications is responsible for:

- informing Canadians about the Department's work, in an accessible and accountable manner
- maintaining an open flow of information with First Nations, Inuit, Métis and Northerners

The student will work with a team of qualified communications professionals who provide strategic communications advice and support to the department.

Perks and Benefits

- Students contribute to their own work plan by identifying a work target of their choosing, and relating to their strengths and interests, to reach by the end of their term.
- On average approximately 10% of all communications branch employees are students. This allows for:
 - A strong community of students
 - Teams experienced at training students
 - Upper management assembling students as focus groups and sounding boards
- Communications students often collectively organize and execute a project, such as a video, etc.
- Students are allowed additional training opportunities to be accommodated by the department. Time can be allotted to students to pursue work-related training activities such as:
 - Volunteering at INAC events and outreach opportunities
 - Indigenous culture and language courses
 - Visiting the Indigenous Elders Lodge
 - Visiting Parliament and attending Question Period
 - And many other activities both online and in person that will help students understand the history of Indigenous Peoples and the role of INAC

Job Responsibilities

Work assigned to the student will be job specific. Their tasks will depend on the team they are assigned to. Such responsibilities may include:

Corporate Communications Unit

Internal Communications Team

- participating in the production of:
 - "The Express", the department's internal newsletter
 - "Spirit", INAC's internal magazine
 - content for the Deputy Ministers' blogs
- assisting in the production of videos, podcasts, blogs, etc.
- coordinating approvals and translations
- providing research for corporate reports

Strategic Communications Units

- writing communications products including:
 - news releases
 - media lines
 - responses to the media
 - fact sheets
 - social media posts
- supporting the team on different files by tracking approvals, editing documents, sending documents for translation, contacting key stakeholders, gathering team input, and updating advisors and team

members as appropriate

- Initiating and developing content for independent projects and special events based on applicant's strengths and areas of interest
- performing general administrative duties such as scheduling meetings and compiling reference documents

Digital Communications Units

Social Media Team

- creating engaging content for our social media pages
- recommending content for retweeting/reposting on our social media pages @GovCanIndigenous and @GovCanNorth
- updating and maintaining calendars and social media logs
- monitoring various platforms of social media channels of interest to the department to alert advisors of breaking news
- media monitoring includes: Question Period for anything of interest to the department and monitoring traditional news media to prepare afternoon Top Stories packages for distribution

Web Renewal Team

- updating and archiving existing web pages and create new web pages as needed focused on user needs and Canada.ca style and specifications
- managing approvals, translation and publication
- ensuring content is accessible and available to all users
- updating and maintaining internal Wikipedia (GCPedia) pages, databases, orientation and training materials

Outreach Team

- assisting in the planning and implementation of outreach and youth initiatives
- producing video and graphics to promote INAC's mandate
- supporting special projects such as National Indigenous Peoples Day

Transformation and Reconciliation Units

- These positions were created in response to the recent changes in the organization.
- Because these teams are newly created, the terms of the positions are flexible. It will comprise of duties that have been represented in the other teams as well as unique opportunities to develop new roles and responsibilities.
- Working quickly, effectively, and creatively are highly recommended for these positions.

Students that are contacted for interviews have the opportunity to note their interest in a particular job placement at the end of the interview.

Job Requirements

Qualifications

- ability to communicate effectively, orally and in writing
- experience working effectively to meet tight deadlines
- experience in the preparation of material for publication

- experience in writing or editing
- general knowledge of Indigenous issues in Canada
- proficiency in one of the official languages (English/French)

Assets

- general knowledge of public relations techniques
- experience working with Indigenous communities in Canada or Indigenous organizations
- proficiency in both official languages (English/French)

Obtaining a security clearance is mandatory to work in the federal government.

Priority will be given to Indigenous students. Please indicate which Indigenous group you belong to in your cover letter.

Preferred Academic Level	Undergraduate
All Programs	No
Targeted Degrees and Disciplines	Bachelor of Arts (BA) Bachelor of Management (BMGT) Anthropology Canadian Studies English First Nations' Governance General Major - Social Sciences Marketing Native American Studies Political Science BA Political Science BMgt Sociology
Projected Start Date	May 07 12:00 AM
Projected End Date	August 24 12:00 AM

Application Information

Additional Application Information

Travel costs (airfare, bus, train, etc.) will be covered for those individuals who are hired to travel to and from the National Capital Region.

The Public Service of Canada is committed to building a skilled, diverse workforce reflective of Canadian society. As a result, it promotes employment equity and encourages candidates to indicate voluntarily on their application if they are a woman, an Indigenous person, a person with a disability or a member of a visible minority group.

For more information about the department, please visit our website at www.aandc.gc.ca