



Siksika Family Services Corporation Communications Officer

Siksika

Permanent Full-Time

Closing Date: OPEN until position is filled.
12/2026



GENERAL STATEMENT OF POSITION:

The Communications Officer is a committed and creative personnel who, under the broad guidance of the Chief Executive Officer, will provide marketing and communication strategy, planning, and execution for both corporate wide and program-specific identity efforts. The Communications Officer will collaborate with other staff members and partners to gather and develop content, coordinate, and maintain online presence, and increase digital engagement. The Communication Officer will work with both internal and external audiences to achieve marketing and communications goals while strengthening SFSC identity and reputation.

REPORTS TO: Chief Executive Officer

DUTIES AND RESPONSIBILITIES:

- Create and implement innovative approaches to communications and advocacy strategies in support of SFSC's mission and goals.
- Provide strategic leadership and vision of communications approaches supportive of SFSC's mission and objectives.
- Develop, maintain and update SFSC's communications strategy and associated work plan with short-term and long-term targets and objectives. Monitor its implementation with concrete and realistic indicators that align with SFSC's mission and values.
- Promote and disseminate, targeting strategic audiences, SFSC's reports, programs and services internal and external communication materials.
- Produce strategic social media content, in liaison with the respective internal service area managers.
- Develop and consolidate strong media ties to confirm widespread outreach to public and business partners.
- Provide communications consultation advice to support strategic communications initiatives and strategies.
- Identify target audiences and create strategies to effectively engage them.
- Develop SFSC's public identity to ensure mission, and message continuity, coherence, integrity, and effectiveness.
- Develop, support and promote company goals, including message development, social media content creation and media outreach.
- Assist with the preparation of external publications and reports. Proof-read, format, and distribute materials; assist with editing content in English (news releases, briefs, web and social media content), and if possible, in Blackfoot.

EDUCATION AND EXPERIENCE:

- Certificate, diploma or degree in public relations, communications, marketing, journalism, business,
- English and/or two to five years work experience in a related discipline.
- Completion of computer training or demonstrated computer knowledge and skill.
- Previous experience in communications is an asset.
- High-level professional experience in proof-reading and editing work in English.

Resumes and cover letters should be emailed to hrm@siksikafamilyservices.com

Please quote **Communications Officer** on your cover letter.

IMPORTANT: All applications *must* be complete and include the following:

1. **Degree/Diploma/Certificates and/or other pertinent related documents.**
2. **Clear Criminal Record and Child Intervention Check.**
3. **Copy of Driver 's License.**

We thank all those applicants in advance, however only those candidates selected for an interview will be contacted.