



## EMPLOYMENT OPPORTUNITY

<b>Position Title:</b>	Communications Coordinator
<b>Report To:</b>	Communications Officer
<b>Location:</b>	Natoaganeg, NB
<b>Anticipated Start Date:</b>	July 6, 2026
<b>Application Deadline:</b>	June 11, 2026

### NSMTC Member Communities:

Ugpi'ganjig (Eel River Bar), Oinpegitjoig (Pabineau), Natoaganeg (Eel Ground), Metepenagiag (Red Bank), L'nui Menikuk (Indian Island), Tjipōgtōtjig (Buctouche), Amlamgog (Fort Folly).

### Position Overview:

The Communications Coordinator supports internal and external communications initiatives across the NSMTC under the direction of the Communications Officer. This role assists with content creation, website and intranet updates, social media and event coordination, and communications support across departments. The successful candidate will help keep Member Nation communities informed about NSMTC programs, services, initiatives, and events, while also supporting organization-wide communication and connection across staff and departments. This is an excellent opportunity for someone looking to build experience in communications in a supportive and collaborative environment.

### Key Responsibilities:

- Support the development and coordination of communications content for NSMTC social media platforms, including video content, written content, graphics, and photos.
- Assist with coordinating NSMTC events, community engagement sessions, and NSMTC social activities.
- Maintain and update the NSMTC website and intranet.
- Support department-level communications needs, including assistance with preparing presentations, promotional materials, branded assets, and other communications resources.
- Other duties as required to meet organizational objectives.

### Qualifications and Skills:

- Strong written skills with attention to detail.
- Strong time management skills and ability to adapt to changing priorities.



- Proficiency with Microsoft 365 applications, including Outlook, Teams, Word, and Excel.
- Proficiency with posting and scheduling to Meta and other social media platforms.
- Experience using Adobe Creative Suite or Canva will be considered an asset.
- Experience using WordPress, Sharepoint, or other content management systems will be considered an asset.
- Post-secondary education in communications, marketing, administration, or a related field will be considered an asset; however, equivalent experience, skills, and willingness to learn will also be considered.
- Valid driver's license and ability to travel as required.
- Demonstrated understanding of Indigenous people, traditions and socio-economic conditions is essential.
- Spoken and written English is essential; proficiency in Mi'kmaq will be considered an asset.

**What We Offer:**

- A work culture that supports employee wellbeing, diversity, engagement, and a sense of belonging.
- Competitive salary, pension, and benefits package, including access to an Employee and Family Assistance Program.
- Collaboration with a team of passionate professionals working towards contributing to the growth and success of First Nations communities.

**Additional Information:**

If you are passionate about directly supporting First Nation communities and are motivated, collaborative, innovative, and possess excellent communication skills, we encourage you to apply for this position.

The NSMTC is an equal opportunity employer and welcomes applications from all interested parties. However, if there are applicants of equal education, skills, and experience, preference may be given to members of our seven member communities.

**Application Deadline :**

Please submit your resume and cover letter to Tammy Scott, Human Resources Manager at [careers@nsmtc.ca](mailto:careers@nsmtc.ca) by Thursday, June 11, 2026 at 4:00 p.m.

We thank those who apply, but only individuals selected for further consideration will be contacted. Applicants are responsible for the timely submission of applications.