

EMPLOYMENT OPPORTUNITY



Interested applicants may submit
their application in confidence to:

Human Resources Advisor

Northern Inter-Tribal
Health Authority
PO Box 787
Prince Albert, SK
S6V 5S4

Fax: (306) 953 - 5010

Email: hr@nitha.com

www.nitha.com

CLOSING DATE:

Friday, August 01, 2025

COMMUNICATIONS OFFICER

Full-Time Position
Prince Albert, Saskatchewan

The Northern Inter-Tribal Health Authority is a dynamic and evolving healthcare agency that provides health program support to its four northern partners - Prince Albert Grand Council, Meadow Lake Tribal Council, Lac La Ronge Indian Band, and Peter Ballantyne Cree Nation.

POSITION MANDATE

Under the guidance of the Executive Director, the Communications Officer will execute NITHA's communication strategies. This role involves collaborating with the NITHA team to facilitate effective and comprehensive communication with the NITHA Partnership and a range of external stakeholders. The Communications Officer is responsible for planning, developing, and implementing NITHA's communication, marketing, and public relations initiatives, targeting both internal and external audiences. We are seeking candidates who demonstrate strong cultural sensitivity and respect for diverse traditions, with a particular emphasis on working effectively with Indigenous communities. This position will be based in Prince Albert, Saskatchewan.

QUALIFICATIONS/EXPERIENCE

Our ideal candidate will be an innovative professional with the skills, knowledge, and abilities required, including the following:

- A Bachelor's degree in Communications, Public Relations or Journalism, or an acceptable combination of education, training and experience.
- 3 years or more of relevant experience in internal and corporate communications.
- Exceptional written and oral communication skills.
- Experience in developing, leading, and implementing all areas of strategic communications, marketing and public relations.
- Experience in developing and managing visual communication materials for various media, including print, digital, and online. This could involve designing logos, brochures, websites, social media graphics, and other visual assets to convey a message effectively.
- Ability to be creative in producing communications materials, including the ability to synthesize information and feedback into easily understood and audience-appropriate briefing notes, reports and presentations.
- Maintains positive relationships with a wide range of stakeholders, exercising diplomacy, judgement and tact.
- Maintains a high degree of confidentiality and cultural sensitivity.
- Advanced computer skills including, but not limited to, Windows, desktop publishing, Adobe Professional and Microsoft Office.
- Experience with Indigenous audiences, knowledge, and cultural competency would be an asset.
- Demonstrates strong cultural sensitivity.
- Experience working with or within a First Nations organization and/or speaking a First Nations language is an asset.
- Possesses a valid Class 5 driver's license and can travel as required.

NITHA has a competitive salary/benefits package. Please note that only a complete application, including a **cover letter, resume, three (3) work-related references, and a copy of education /certification.** will be considered. We thank all applicants; however, **only those selected for an interview will be contacted.**

