



TOWN OF INUVIK

The Town of Inuvik is pleased to offer the following employment opportunity:

MARKETING AND COMMUNICATIONS COORDINATOR – PERMANENT FULL TIME

Competition closes Tuesday January 3rd, 2023, at 1pm MST

The successful candidate will:

- Be a very adaptable team player.
- Demonstrate a strong knowledge of managing, creating, and producing promotional content (images & written copy) for websites and various social media platforms (Facebook, Instagram, & Twitter) under a brand identity or corporate account.
- Have strong Microsoft Office skills (Outlook, Word, Excel, & PowerPoint) and advanced graphic design skills using programs such as Adobe Illustrator, Photoshop, Adobe Pro, & InDesign.
- Have excellent writing & communications skills including proofreading, editing, content development, and copywriting.
- Demonstrate experience engaging professional groups, visitors, government agencies, community members, sponsors, and other stakeholders.
- Hold a relevant post-secondary degree or diploma in Marketing, Communications, Business Administration and/or Tourism Management.

Equivalencies recognizing related education and experience may be considered.

Please provide examples of your work. Secure links to examples will be acceptable.

The successful applicant must pass a vulnerable sector criminal record check.

The salary range is \$ 35.12 - \$ 46.36 per hour (approximately \$ 68,477 – \$ 90,403 per annum) with a Northern Allowance of \$ 7.83 per hour (approximately \$ 15,279 per annum).

Please refer to the position description for more details regarding expectations and responsibilities. A job description is available at the Town Office upon request. For more information, contact Paul Watters, Human Resources Officer.

Please submit a cover letter and resume to:

Paul Watters, Human Resources Officer

Phone: (867) 777-8603 Fax: (867) 777-8601 E-mail: pwatters@inuvik.ca

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