



# EMPLOYMENT OPPORTUNITY

No. K23-01-EEA

External posting

## Agent(e) d'information

**KIUNA INSTITUTION, DESIGNED BY AND FOR FIRST NATIONS,  
BUT OPEN TO ALL!**

Kiuna Institution's objective is to democratize access to post-secondary education for First Nations members. The college has earned a reputation for its culturally adapted services and unique environment where programs, student services, human resources, teaching methods and materials are based on Indigenous cultures and traditions.

**Employee Status:** Regular

**Hours/Week:** 36,25 winter schedule and 32 summer

**Workplace:** Institution Kiuna, 1205, route Marie-Victorin, Odanak

**Employment Type:** On site – frequent travel – weekend availability required

**Start Date:** as soon as possible

**Annual Salary:** Between 54 401 \$ and 72 274 \$ according to FNEC's salary scale

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### Job Description

Our team is looking for an Information Agent whose mission is to ensure the promotion of our college studies centre in terms of both study programs and activities and services. He plays a key role in updating the website and in promoting the organization's image in the media. He works with communities and the media and knows how to adapt information to the respective realities of each community. A key player for Kiuna, he is responsible for evaluating interview requests, conducting visits of our institution, and writing press releases as well as supporting management in press conferences. He conducts events aimed at promoting and raising the profile of the organization.

In close collaboration with Kiuna's Communications Manager, the Information Agent provides technical support to achieve the organization's strategic objectives. The incumbent is proactive in gathering information and produces tools and content to communicate the organization's educational successes. The incumbent is also responsible for supporting the administrative team in the production of attractive documents and visuals

### Requirements

- Undergraduate degree in communications; or
- Have a CED in an employment-related field and have more than three years of experience;
- Oral and written proficiency in both official languages: English and French;
- Familiarity with the field of education in general and in particular the First Nations education community and the needs and expectations of member communities;
- Knowledge of an ancestral language is an asset;
- Knowledge of Microsoft office and layout software an asset;
- Any combination of training and equivalent experience will be considered.

### Conditions of employment

We offer competitive working conditions: pension plan, holidays during the Christmas period, flexible cultural holidays, three weeks of vacation per year, sick leave, choice of work schedule, summer schedule, accessible residences, public transit, etc.

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**Application deadline: February 10th, 2023, 4 pm.**

To provide community needs-based services, Kiuna promotes hiring qualified staff representing the following targeted populations in order of priority: 1) First Nations Education Council (FNEC) employees, 2) First Nations members from FNEC-member communities, 3) other First Nations members, 4) Indigenous peoples, 5) other applicants.

**To apply, please e-mail your application to [emplois@kiuna.ca](mailto:emplois@kiuna.ca)**

**We thank all applicants for their interest, but only candidates selected for an interview will be contacted.**

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