



Yellowknife Education District No. 1

of the Northwest Territories
P.O. Box 788
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Yellowknife Education District No. 1 invites applications for the following position:

Communications & Administrative Assistant Full-time Immediate

Preferred qualifications for this position include:

- Post secondary degree in communications, journalism, marketing, English studies, and/or graphic design. Equivalences will be considered
- 5 years experience in communications or public relations
- Access to a vehicle and a valid class 5 driver's licence

Duties will include but not be limited to:

- Create, write, prepare, and distribute briefing notes, press releases, general board communication documents, as well as high quality promotional material using Adobe InDesign, Photoshop, and Illustrator; Microsoft Office, Google Docs as well as online software
- Organize and execute large district events, occasionally outside of work hours
- Work with media personnel to coordinate and schedule advertising
- Spearhead large promotional campaigns and work with schools in creating promotional material
- Maintain positive interpersonal relationships with the public and district personnel;
- Collate, edit and prepare comprehensive district reports and monthly newsletters and provide editing and design support to staff
- Website, social media and electronic marquee maintenance
- Reception, knowledge of excel spreadsheets and general clerical duties for the office as required
- Coordinate and plan logistics for board meetings and events
- Back up to Executive Assistant for Board Meetings and other meetings as required

Yellowknife Education District No.1 offers a competitive compensation and benefit package.

Applications will be accepted immediately until a suitable candidate is found

Cover letter, resume and the names of three (3) references, will be accepted electronically by **Stacey Scarf, Manager of Personnel** at stacey.scarf@yk1.nt.ca.

*Only those applicants selected for an interview will be contacted.
All YK1 Employees must undergo a criminal record clearance.*