



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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# Job Board Posting



Careers.Indigenous.Link

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## Communications Advisor

<b>Job ID</b>	<b>21-968-07-107-6922</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=21-968-07-107-6922">https://careers.indigenous.link/viewjob?jobname=21-968-07-107-6922</a>	
<b>Company</b>	CSIS	
<b>Location</b>	Ottawa, Ontario	
<b>Date Posted</b>	From: 2021-09-01	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Public Administration

### Description

Closing Date 2021-10-06  
Reference Number 21-968-07-107  
Job Category Experienced  
Who Can Apply Canadian Citizens

Location Ottawa, ON  
Salary Range \$73,970 - \$89,970  
Status Indeterminate (permanent)  
Language Requirement Bilingual Imperative (BBB/BBB)

### Job Summary

The Communications Advisor is responsible for providing support to the section. Please note that there are two streams associated with the position. Stream 1 supports CSIS's external communications requirements while Stream 2 supports internal communications/engagement activities. Please indicate which Stream you are applying to.

- Collaborate with the Chief or Deputy Chief by identifying and evaluating emerging communication issues.
- Support the Chief or Deputy Chief by implementing communications plans by analysing and interpreting plans related to communications.
- Assist in the identification and implementation of internal or external communication/engagement strategies, processes and programs.
- Develop and edit internal or external communication products and products for the general public such as brochures, pamphlets, messages, social media content and web material to support corporate and branch plans or external communications objectives.
- Assist in the coordination of outreach activities with the public, partners and within the Service.
- Develop and implement communication products and techniques required to support corporate and branch plans or external communications objectives
- Provide advice to managers and the Chief or Deputy Chief on approaches to communication issues and activities.
- Anticipate evolving communications requirements and report issues or developments to clients and the Chief or Deputy Chief.
- Provide advice and support on the planning/organizing of special events/exhibits.

### Decision Making :

- Decide on the content of communication products
- Decide on the priority of tasks
- Determine problem solving options

### Education

Stream 1 and Stream 2

- Undergraduate degree and two (2) years of experience\*.
- College diploma and four (4) years of experience\*.

\* Experience in writing, editing and developing communication products, which could include but not limited to key messages, social media, digital and creative content and news releases. Relevant programs of study include but are not limited to:

- Communications
- Media studies
- Multimedia
- Public relations
- Journalism
- Marketing
- Web design

The educational program must be from an accredited learning institution recognized in Canada. If you completed a program outside of Canada you will be required to obtain proof of a Canadian equivalency at your expense through a recognized credential assessment service. Note: Any higher level of education could be recognized as experience.

### Experience

#### Stream 1 and Stream 2

- Two (2) years of experience in providing communications advice and support to management and various stakeholders regarding communications activities, initiatives and digital material.

#### Stream 1

- Two (2) years of experience in support of developing communications plans and media analysis.
- Experience working with and developing content for various social media platforms and management tools (i.e. HootSuite, Twitter, FaceBook and LinkedIn)

#### Stream 2

- Two (2) years of experience in support of developing communications plans.
- Experience in collaborating, liaising and building relationships with internal and external stakeholders for the purposes of providing advice on communication and engagement initiatives.
- Experience in planning and organizing events in a corporate or government environment.

#### Assets Stream 1

- Experience in managing social media platforms (Twitter, Facebook, LinkedIn)

- Experience in social media monitoring and analysis
- Experience in developing innovative and creative social media content
- Experience in strategic communications
- Experience in media relations
- Knowledge of parliamentary affairs
- Experience in media monitoring and analysis

#### Stream 2

- Experience in Web design

#### Competencies

##### Stream 1 and Stream 2

- Advisory
- Creativity
- Communication
- Interpersonal skills
- Organizational skills / multitasking

#### Conditions of Employment

Not Applicable

#### Notes

While we continue to explore opportunities for flexible work arrangements, the majority of work in our organization must be done in the office and cannot be performed at home. Travel may be required.

#### Reference Links

#### Security Requirements

Candidates must be eligible to receive an Enhanced Top Secret security clearance. The process involves a security interview, a polygraph, and a background investigation that includes credit and financial verifications. The use of illegal drugs is a criminal offense. Drug use is an important factor considered in your reliability and suitability assessment during the selection process. Therefore it is important not to use any illegal drugs from the time you submit your application.

#### Others

We thank all applicants for their interest in CSIS. However, only those who are selected for further consideration will be contacted.

For more information, visit CSIS for Communications Advisor