



Kahnawake Shakotia'takehnhas Community Services

EMPLOYMENT OPPORTUNITY

Internal Communications Coordinator

KSCS is seeking a engaging and thoughtful communicator to help strengthen connections, support collaboration, and enhance our internal communications initiatives across the organization.

Under the supervision of the Team Leader of Communications and Relations, the Internal Communications Coordinator independently applies learned skills, knowledge and practical experience to semi-routine tasks using established practices and standard procedures to complete assignments.

Required Education & Experience:

- University Bachelors Degree in Communications, English, or Journalism, plus one (1) to three (3) years relevant experience.
- College/CEGEP or University Certificate, DEC, or Diploma in a related field, plus three (3) to five (5) years of experience.
- Minimum High School Diploma plus five (5) to ten (10) years relevant experience.
- A valid drivers' license and access to a vehicle is a requirement.

Status: Indefinite full-time position, six (6)-month probationary period.

Salary: Starting at \$30.63/hour.

Schedule: 35 hrs/week; must be willing to work flexible hours as necessary.

If you believe you possess all the requirements listed in the full job description for this position, and you wish to pursue a rewarding career with excellent benefits at KSCS, please forward your complete application to:

KSCS Human Resources. You must include a resume, letter of intent, along with your completed application form and required documents as specified within the application form. Full job descriptions are available at KSCS main reception or at www.kscs.ca. Please call 450-632-6880 for more information and submit completed applications, online, to: humanresources@kscskahnawake.ca.

Deadline to apply is: Friday, October 24th 2025, at 4:00 pm.

GENERAL INFORMATION	
Code: Job Title: Department: Date of Job Description: Job Reports To:	C1-05 Internal Communications Coordinator Internal Operations June 2024 Team Leader of Communications and Relations

JOB DESCRIPTION SUMMARY
Under the supervision of the Team Leader of Communications and Relations, the Internal Communications Coordinator independently applies learned skills, knowledge and practical experience to semi-routine tasks using established practices and standard procedures to complete assignments. The Internal Communications Coordinator directs the development and implementation of activities in area(s) of expertise to meet goals, service objectives and standards. Participates in the preparation and implementation of the communications strategy in alignment with the KSCS strategic plan. Cultivates strong departmental partnerships throughout the organization by managing, collating, and distributing organizational information. Develops schedules and manpower requirements for assigned areas. Makes business decisions/exercises judgment within generally defined policies in alignment with objectives. Alters approach or recommends broader procedural changes to improve effectiveness of group. Technical output is trusted as accurate and generally sound.

CORE RESPONSIBILITIES AND DUTIES	
Core Responsibilities	Duties
To plan and carry out internal communications for KSCS	➤ Prepares an annual communications plan that is in alignment with the goals and objectives of KSCS internal communications strategy, implements the plan within the designated time frames. ➤ Prepares and delivers internal communications on specific files as requested by the communications team and various KSCS service delivery areas. ➤ Participates in KSCS committees as advised by the team leader of communications and relations. ➤ Initiates inter-departmental relationships between the communications team and various service delivery areas. ➤ Attends assigned meetings and prepares/distributes information that highlight current initiatives and how they may impact staff. ➤ Ensures the communication strategy is consistent and reflects the KSCS vision, mission, values and strategic plan. ➤ Assists in keeping the promotional, educational and publicity materials up to date. ➤ Develops and implements promotional campaigns and initiatives. ➤ In conjunction with the Public Relations Coordinator – External, ensures consistency in messaging and tone throughout KSCS’ website, social media, publications, and communications. ➤ Collaborates with the Public Relations Coordinator – External, to monitor news bulletins and various media sources, forwards relevant information to appropriate personnel.
To develop and implement an organization-wide communications plan in alignment with the Strategic Plan	➤ Prepares an annual communications plan in alignment with the KSCS Strategic Plan and implements the plan within the designated time frames. ➤ Adjusts the communications plan as when required. ➤ Participates in meetings and work groups to ensure effective alignment with all KSCS internal communication activities.
To ensure internal communications functions are in accordance with Public Relations policies and procedures	➤ . Works in conjunction with the Public Relations Coordinator to communicate with stakeholders, coordinate publications, use services, tools and equipment. ➤ Provides advisory support to the Public Relations Coordinator when required. ➤ Ensures internal stakeholders are consulted/informed of all external Public Relations. ➤ Maintains a close relationship with the Public Relations Coordinator and ensures that the preparation and distribution of information is in accordance with proper policies, guidelines, procedures and resources. ➤ Prepares, prints and/or publishes communications such as memos, videos, posters, letters, blog posts, speaking notes web posts, internal newsletter, etc. In accordance with communication procedures and the Communications Strategy. ➤ Ensures relevancy by contributing to the ongoing development/review of the Communications Strategy.

	➤ Ensures communications are accessible to staff (clear, direct, easy to understand and available). ➤ Ensures communications are promptly distributed and filed in a central location that is accessible to staff; maintains the internal communications database. ➤ Arranges for the translation of communication materials. Into various Indigenous language, English and French, as necessary.
To annually report on the internal communication data and statistics.	➤ Gathers and analyzes statistics on the use of internal communications. ➤ Gathers qualitative data to determine if information is being successfully delivered to staff. ➤ Prepares annual reports and makes recommendations to adjust strategic approaches based on the data. ➤ Pilots incentive initiatives that encourage staff to review internal communications; evaluates the success of such initiatives and uses them to inform future communications plans. ➤ Stays up to date with best practices to reach and communicate with staff and provides recommendations. ➤ Keeps internal calendar up to date Share Point and Intra-net.
Performs any other job-related duties as may be required by the immediate Supervisor	

COMMUNICATIONS	
Team Work:	➤ Frequently requires a level of collaboration & cooperation to get work or projects complete
Advising:	➤ Frequently provides information that must be understood and explained.

ENVIRONMENTAL FACTORS	
Environment:	➤ Regular work week, occasional flex.
Stress Factor:	➤ Moderate stress with some periods of high stress.
Deadlines:	➤ Some tight deadlines.

ACCOUNTABILITY
➤ To provide services in a manner consistent with the terms and conditions of the employment agreement, the personnel policies, standard operating procedures and directives. ➤ To maintain professional, clear and positive image of KSCS with the community and other stakeholders. ➤ To ensure accurate and timely sharing of information within KSCS and the community. ➤ To prepare well-researched reports, newsletters, etc. to the highest professional standards. ➤ To provide collaborative support to the communication team. ➤ To work fairly and honestly with communications media and to not knowingly disseminate false or misleading information. ➤ To provide high-quality print and visual media aspects of the service. ➤ To maintain confidentiality practices. ➤ Must not accept any form of gift, compensation or fees outside of KSCS.

QUALIFICATIONS	
Education and Experience	➤ University Bachelors Degree in Communications, English, or Journalism with one (1) to less than three (3) years of experience, OR ➤ College/CEGEP or University Certificate, DEC, or Diploma in a related field with three (3) to less than five (5) years of experience OR ➤ Minimum High School diploma with five (5) to less than ten (10) years related work experience
Skills and Requirements	➤ Knowledge of other resources within and outside of the Community. ➤ Ability in networking and establishing professional relationships. ➤ Excellent skills in public speaking. ➤ Ability to track metrics and statistics. ➤ Ability to produce and present reports. ➤ Ability to manage websites and social media content ➤ Excellent computer skills. ➤ Excellent organizational skills. ➤ Knowledge of Mohawk culture/people, Kahnawà:ke systems and community organizations. ➤ Ability to multitask and work under pressure. ➤ A valid driver’s license and access to a vehicle is a requirement. ➤ Ability to deal with moderate to high stress. ➤ Willingness to works flexible hours to effectively implement services or to participate to organizational or community meetings/events.
Assets	➤ Knowledge of the Kanien’keha language. ➤ Knowledge of the French language.

Immediate Supervisor

Incumbent

Date