



## NOTICE OF COMPETITION

The Native Benefits Plan (NBP) is an Aboriginal organization that seeks to be a benchmark in pension fund management and an expert in fringe benefits for First Nations of Quebec. Since its establishment in 1979, the NBP has focused on improving the financial independence of First Nations members.

<b>POSITION:</b>	<b>Communications Coordinator</b>
<b>JOB LOCATION:</b>	Wendake
<b>DURATION:</b>	Permanent fulltime position
<b>REMUNERATION:</b>	Competitive, based on the salary scale in effect

### **JOB DESCRIPTION:**

Under the authority of the Development and Communications Manager, the incumbent acts in the capacity of Communications Coordinator for all the group's organizations, including the NBP, the RBA Financial Group, the RBA Foundation and the First Nations Public Security Pension Plan. The incumbent supports the manager in the development and implementation of communication strategies for these organizations. He/she will be responsible for researching, drafting and developing all communication tools, official documents and promotional material. He/she will oversee the quality of content released to the public and organize various events.

The incumbent will also supervise work produced by various collaborators and suppliers, in addition to working in close cooperation with other members of the team in the completion of different projects.

The incumbent contributes significantly to developing and maintaining an organizational culture focusing on cooperation and meeting clients' needs. At all times, he/she acts respectfully and tactfully.

**MAIN DUTIES:**

- Design and prepare an annual communication plan;
- Cooperate in the preparation of the annual action plan, the sector budget and ensure follow-up;
- Cooperate in ensuring the compliance of communications with different laws;
- Develop graphic standards, prepare infographic templates and produce marketing and promotional objects in cooperation with our communication and marketing services suppliers;
- Analyze, recommend and carry out media placement and advertising based on in-house strategy;
- Cooperate in updating documents related to our products and services and those of the RBA Foundation;
- Cooperate in the preparation of the Foundation's sponsorship and donation plan;
- Handle public relations tasks for our organizations and partners;
- Coordinate and prepare RBA events: annual general assemblies, golf tournament, etc...;
- Analyze, implement and follow social media and web platforms in cooperation with different sectors of the organization;
- Monitor social media and web platforms.

**REQUISITE SKILLS AND QUALIFICATIONS:**

- University diploma in communications or other related fields;
- Minimum of two years of experience in communications or other related fields;
- Ability to communicate skillfully in both official languages (spoken and written);
- Working knowledge of communications software and technology;
- Good knowledge of Microsoft Office Suite, with the exception of Excel, where advanced skills are required;
- Knowledge of and experience with First Nations is an asset;
- Knowledge and experience in finance is an asset.

**DESIRED QUALITIES:**

- Relational skills;
- Planning and organizing skills;
- Thoroughness;
- Enthusiasm and a flair for innovation;
- Self-sufficiency and resourcefulness;
- Ability to work as part of a team;
- Ability to adapt;
- Professionalism.

**HIRING PRIORITY:**

The RBA seeks to fill positions with the best possible candidates. However, hiring priority will be given to First Nations members, where possible.

**WORK CONDITIONS:**

The RBA offers competitive work conditions: group insurance, defined benefit pension plan, time off during the holiday season and a range of other fringe benefits encouraging work-family balance.

**CLOSING DATE:**

Those interested should forward their curriculum vitae and a cover letter by November 1<sup>st</sup>, 2019, 4 p.m. by email to: [info@sfap.qc.ca](mailto:info@sfap.qc.ca) or by mail to: SFAP Inc. 665 Riverside, St-Lambert, QC J4P 1B7.

The employment starting date is scheduled for the month of December 2019.

Please note that we will acknowledge receipt of all applications, but only those candidates whose applications have been retained for further consideration will be contacted to continue the process.

[www.rbagroupefinancier.com](http://www.rbagroupefinancier.com)