



External Job Posting

Permanent Full-time

Multimedia Communications Specialist

Job Summary:

The Multimedia Communications Specialist contributes to the development of Opaskwayak Cree Nation's internal and external communication platforms. This is a full-time position and will be suited for someone who has experience with writing, audio, video and online production. It would be an asset to be familiarized with print, audio and video editing software. In this role, you are required to participate in Communications team meetings as well as work independently. Must be flexible, adaptable and willing to learn.

Some duties include:

- Develop communications materials for print, audio, video, and online.
- Engage with community members to ask for stories, collect and edit story submissions and photos, and collect permissions to share and distribute stories across all channels.
- Build and maintain sustainable relationships within all of OCN's branches, media, members of the community, public affairs offices, and other organizations.
- Assist with day-to-day media relations/media requests.
- Assist with written materials including press releases, Q&A, media standby statements.
- Ensure communication is accurate, relevant and consistent with the Opaskwayak Cree Nation brand.
- Contribute to weekly News Briefs for management and leadership.
- Additional duties as assigned

Qualifications

- Completed a post-secondary program in journalism, broadcast, communications, or a related field including government funded programs for Indigenous youth in audio and visual storytelling.
- Diploma – Grade 12 or equivalent
- At least two (2) years' experience in Journalism, Media, Communications
- Experience in Communications in a First Nations organization or a newsroom would be an asset.
- Combination of education/experience may be considered
- Knowledge and understanding of communication principles and journalistic standards.
- Must be able to travel locally
- Valid Class V Manitoba Driver's License

Deadline: Monday, December 1, 2025

All are welcome to apply. Priority will be given to people with Aboriginal ancestry that meet requirements.

How to apply: For more information or to apply, please email or hand deliver a sealed envelope with cover letter and resume to and marked "Personal and Confidential" to:

OCN Human Resources

E-Mail: hr@opaskwayak.ca

We thank you for your interest in wanting to work for the Opaskwayak Cree Nation. Only those individuals that are being considered will be contacted for an interview.