



32 Machishteweyaau Street
Nemaska, Quebec, J0Y 3B0

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EMPLOYMENT OPPORTUNITY Internal Posting

CREE NATION OF NEMASKA HEREBY INVITES APPLICATIONS FOR THE FOLLOWING POSITION:

TITLE: Radio Announcer and Technician
Location: 6c Lakeshore Road, Nemaska, Quebec, J0Y3B0
Salary: (\$34,810.00 min. – \$ 52,215.00 max.)
Closing Date: August 30, 2023
Employment Status: 1 - year contract

Summary of Position:

Reporting to the Cultural Coordinator, the Radio Announcer and Technician is responsible for all aspects of the production of radio programming for the local radio station.

Duties and Responsibilities

Functional Responsibilities:

- Perform all technical aspects of preparing and airing radio programming
- Edit recordings to be aired.
- Produce commercials for related topics.
- Write segments and outline scripts.
- Communicates with other communities and regional entities/agencies for public interest and awareness of events, activities or announcements.

Administration and Reporting Responsibilities:

- Keep accurate records of program activities in a broadcast log book.
- Participate in the setting, planning and implementation of programming goals and objectives.
- Conduct occasional surveys to assess success and impact of programming.

Qualifications:

In order to be considered for this position, applicants must possess the experience, knowledge and skills as listed below. The applicant must also be willing to attend meeting, conferences and trainings.

Education:

- High School Diploma with additional training in radio production.

Experience:

- One year or less of relevant experience.

Languages:

- Spoken fluency in Cree and English.
- Fluency in English.
- Fluency in French is an asset.

Knowledge and abilities:

- Customer focused and service oriented.
- Excellent communication skills.
- Must be able to work with a team.
- Working knowledge of computers and Microsoft Office products.

Working Environments

The Radio Announcer works from an office at the Radio Station and is responsible for working from 9 a.m. to 5 p.m. with one hour off for lunch. In addition, occasional overtime may be required

Information to be provided

- Your Curriculum Vitae (résumé).
- A covering letter describing, with concrete examples, how you meet all the experience requirements for this position.
- Proof that you meet education qualifications

Please forward this information at the attention of:

Lori-Ann Wapachee
Director of Human Resources
Cree Nation of Nemaska
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Nemaska, Quebec
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