



EDUCATING FOR LIFE.

**Yellowknife Education District No. 1  
of the Northwest Territories**

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**Yellowknife Education District No. 1**  
invites applications for the following position:

**COMMUNICATIONS AND  
ADMINISTRATIVE ASSISTANT  
Full-time Immediate**

**Preferred qualifications for this position  
include:**

- post secondary degree in communications, journalism, marketing, English studies, and/or graphic design. Equivalences will be considered
- five years experience in communications or public relations
- access to a vehicle and a valid Class 5 driver's licence

**Duties will include but not be limited to:**

- create, write, prepare and distribute briefing notes, press releases, general board communication documents, as well as high quality promotional material using Adobe InDesign, Photoshop, and Illustrator; Microsoft Office, Google Docs, as well as online software
- organize and execute large district events, occasionally outside of work hours
- work with media personnel to coordinate and schedule advertising
- spearhead large promotional campaigns and work with schools in creating promotional material
- maintain positive interpersonal relationships with the public and district personnel;
- collate, edit, and prepare comprehensive district reports and monthly newsletters, and provide editing and design support to staff
- website, social media, and electronic marquee maintenance
- reception, knowledge of excel spreadsheets and general clerical duties for the office as required
- coordinate and plan logistics for board meetings and events
- back-up to executive assistant for board meetings and other meetings as required

Yellowknife Education District No. 1 offers a competitive compensation and benefit package.

**Applications will be accepted immediately until a suitable candidate is found.**

Cover letter, resumé, and the names of three (3) references, will be accepted electronically by **Stacey Scarf, Manager of Personnel** at [stacey.scarf@yk1.nt.ca](mailto:stacey.scarf@yk1.nt.ca).

*Only those applicants selected for an interview will be contacted. All YK1 Employees must undergo a criminal record clearance.*