



The Local Government Administrators of the NWT (LGANT) is a non-profit, non-government organization which provides support and professional development opportunities to senior administrators working in local governments throughout the Northwest Territories. We are pleased to offer the following employment opportunity:

Member and Communications Coordinator

The successful candidate will:

- Self-motivate, must be able to accomplish tasks in a timely manner with minimal supervision.
- Work well in a team setting to provide the best quality of services to members.
- Have a basic understanding of website design to maintain and update LGANT’s website regularly.
- Manage, create, and produce promotional content for the website and social media outlets and annual conference.
- Have skills in Microsoft Office (Outlook, Word, Excel, and Power Point).
- Have basic graphic design experience using Canva and other online programs for editing content.
- Have strong writing and communications skills, including proof reading, editing and content development.
- Source out relevant content and resources for newsletters, member inquiries, and other LGANT needs.
- Demonstrate proficient skills in engaging with professional groups, members, government agencies, sponsors and board members.

Qualifications:

- A diploma in Business Administration, Office Administration and/or Communications.
- 1-3 years experience in a professional office setting.
- Experience working with Wix and Canva is an asset.

We consider equivalent combinations of education and experience on a case-by-case basis. This position is based in Yellowknife, NT.

This part-time position is 25 hours per week with a starting salary of \$30.00 per hour.

We thank all applicants who apply but advise only those selected to be interviewed will be contacted.

The application deadline is February 16, 2024 at 5:00 pm MST.

Please submit resume to:

Melanie Murphy, Executive Director
Email: executivedirector@lgant.com