AVIS DE CONCOURS

No. K26-18-IEE
Internal - External Display

Project Manager – Communications, Marketing, and Events

THE KIUNA INSTITUTION, CREATED BY AND FOR FIRST NATIONS, BUT OPEN TO EVERYONE!

At Kiuna, our goal is to make post-secondary education more accessible to First Nations people. Our college is now recognized for its culturally responsive educational services, which are reflected in a unique environment where programs, student services, human resources, teaching methods, and instructional materials all incorporate Indigenous culture and traditions.

Job Title: Project Manager – Communications, Marketing, and Events
Work Hours: 35 hours per week (37.5 hours in the winter and 28 hours in the summer)
Work location: Kiuna Institution, 1205 QC-132, Odanak (Quebec)
Job type: On-site
Start date : December 7, 2026
Annual salary: Between $61 578 and $81 761, according to the current pay scale

Position Summary

Collaborate on the delivery of **communications, marketing, and event projects** (corporate, institutional, and academic) aimed at increasing Kiuna's visibility, influence, and appeal, in accordance with Kiuna's communication plan. Participate in needs analysis and planning, and ensure the smooth execution of assigned projects, including their planning, organization, logistics and budget monitoring.

Reporting to management and the Communications Coordinator, the incumbent will be responsible for:

- Contribute to identifying and analyzing the needs of students, the College, and Indigenous communities.
- Support the development of communication and marketing concepts, campaigns, and initiatives that promote Kiuna, its programs, services, values, and activities.
- Plan, coordinate, and deliver communications, marketing, and event-related projects in alignment with Kiuna's communications plan.
- Ensure the successful execution and quality of projects from concept development through to completion.
- Contribute to the planning and delivery of College-wide initiatives, activities, and events.

Qualifications and Requirements

- College diploma or university degree in communications, marketing, event management, public relations, or a related field.
- Minimum of three (3) years of relevant experience, preferably working with First Nations communities or organizations.
- Demonstrated experience in project management.
- Strong understanding of First Nations cultures and contemporary social, cultural, and community realities.
- Proficiency in the Microsoft 365 suite.
- Excellent communication skills in both English and French.
- Experience using project management software or collaboration platforms is considered an asset.

Why Join Kiuna ?

- To work in a supportive, engaging environment focused on student success.
- To make a meaningful impact on the educational journey and future of Indigenous students.
- To be part of a dedicated team in a unique workplace that fosters collaboration, growth, and continuous learning.

Working Conditions

Kiuna offers a comprehensive benefits package, including a pension plan, additional paid time off during the holiday season beyond annual vacation entitlement, flexible cultural leave days, paid sick leave, flexible work schedule options, a four-day summer workweek, the possibility of a remote work bank, access to telemedicine services, staff residences within walking distance of the College, access to public transportation, work-life balance measures (subject to eligibility requirements), and shared community meals.

Kiuna gives priority consideration to First Nations and Inuit applicants.
Please submit your application by November 14, 2026, at 4:00 p.m. to emplois@kiuna.ca.
We thank all applicants for their interest in this position.
Only those selected for an interview will be contacted.