

Communications Officer

Maternity Leave (One Year Contract)

Under the direction and supervision of the Director of Administration, the Communications Officer will initiate, execute and support the role and activities of the Nipissing First Nation in the areas of internal and external communication, media relations, education and promotional plans, and publication management with outcomes that support the Nipissing First Nation strategic plan and overall goals.

QUALIFICATIONS:

- Must be a registered Nipissing First Nation member.
- Must be a post-secondary graduate in Public Relations, Communications or Journalism or have a combination of relevant and applicable post-secondary education and experience.
- Must have a valid driver's licence and access to a vehicle.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES:

- Excellent public relations skills, including an appreciation of the need for tact, discretion and a positive, cheerful and informed approach with the public.
- Excellent interpersonal and organizational skills with strong time management skills and the ability to manage multiple priorities.
- Must have superior writing and editing skills and display a strong sense of initiative, attention to detail and commitment to deadlines.
- Must have the ability to develop and deliver presentations and facilitate discussions with the community and the public at large.
- Must be a self-starter and self-motivator with excellent communication skills, both written and spoken. Able to seek out and organize information, and anticipate communication needs on behalf of staff, the community, general public and media.
- Must be able to work independently and represent Nipissing First Nation to contribute to positive public relations and reputation.
- Must have intermediate to advanced skills using Microsoft Office 365 and familiarity with WordPress and social media platforms (Facebook, Twitter & YouTube).
- Must be culturally sensitive and able to maintain a high level of confidentiality.
- Ability to speak, write and understand Nipissing Nishnaabemwin considered an asset.
- Community knowledge an asset, as well as an understanding of community concerns.

DUTIES:

- Develop, implement and evaluate communication strategies and programs designed to inform community members, various levels of government and the general public of initiatives, policies and business of Nipissing First Nation.
- Write and edit various documents to enhance awareness and understanding of Nipissing First Nation programs, policies and procedures. Communicate updates in a consistent and timely manner.

- Gather, research and prepare communication material for internal and external audiences, including but not limited to: notices, briefs, brochures, reports, presentations, speeches and media releases.
- Plan, organize, and implement various communication initiatives on behalf of Nipissing First Nation for the benefit of community members when required (i.e. consultations, open houses).
- Monitor and update content on NFN website and NFN social media sites.
- Update digital signs regularly with current events and notices and create graphics as needed.
- Initiate and maintain contact with media to arrange interviews and publicity. Monitor and evaluate news coverage and adjust media relations strategies as required.
- Coordinate Nipissing First Nation spokespersons and develop messaging that is consistent with organizational plans, direction, values and mission to contribute to positive public relations.
- Build relations with various levels of government (municipal, provincial, federal) and the business community to foster collaboration and open information sharing.
- Organize venues, catering, invitations and dignitaries for various meetings, events and open houses.
- Coordinate and moderate virtual meetings and sessions using online platforms.
- Prepare and distribute monthly community newsletter, and monthly employee newsletter.
- Coordinate monthly staff meetings and employee recognition initiatives.
- Participate in internal and external committees and working groups as requested and approved by the Director of Administration.
- Respond to issues and concerns from community members and the general public related to communication activities, as well as current events, projects and initiatives.
- Ensure all communications are clear, consistent and free from errors, and adhere to Nipissing First Nation's brand, core values and mission statement.
- Serve as the main point of contact for inquiries from film and television productions and follow proper approval processes to authorize these activities on Nipissing First Nation. Remain involved throughout the duration of the project to inform Chief & Council, staff and community members about filming activities on the First Nation.
- Assist with other general duties in support of the administration, including preparing promotional materials and assisting with event coordination activities as required.

The successful candidate must provide a current Criminal Records Check prior to employment.

Qualified individuals are invited to submit a cover letter, resume and three (3) current references no later than 4:30pm on Friday, October 22, 2021 to:

Human Resources Department
Nipissing First Nation
36 Semo Road, Garden Village, ON P2B 3K2
Fax: (705) 753-0207 | Email: resumes@nfn.ca

Miigwech to all applicants for their interest; however only those selected for an interview will be contacted.

Nipissing First Nation gives preference to First Nation applicants for any employment opportunities as per Section 24(1) (a) OHRC