



Communications Assistant

Department: Administration
Posting Date: November 10, 2022
Location: Nipissing First Nation, ON
Schedule: Standard Work Week
Job type: Full-time, Permanent
Vacancies: 1
Reports To: Communications Officer

The Communications Assistant will support the role and activities of Nipissing First Nation in the areas of internal and external communications with outcomes that support NFN's strategic plan and overall goals.

What you'll do in the role

- Assist in the implementation of communication strategies to inform community members, various levels of government and the public of initiatives, policies, and the businesses of Nipissing First Nation
- Research, write, and edit various documents, including but not limited to notices, brochures, and presentations
- Help maintain web and social media content on NFN website and NFN social media pages
- Assist with organization of events including booking venues, catering, invitations, and promotion
- Coordinate and moderate virtual meetings and sessions using online platforms
- Assist with preparation and distribution of Engamgak (Community Newsletter)
- Assist with coordination of internal communications initiatives, including monthly staff meetings, monthly staff newsletter, and staff recognition
- Ensure all communications are clear, consistent, and accessible, and adhere to Nipissing First Nation's brand, core values, and mission statement

Just a few reasons to join Nipissing First Nation

- Opportunity to work with a dynamic team with career growth across multiple departments
- Nipissing First Nation prides itself in providing its employees with job security, competitive wages and a safe working environment.
- On-the-job training to support your success in the role
- A defined contribution pension plan
- Comprehensive Health Plan including Medical, Vision, Life and Disability insurance
- Casual dress
- Better than average vacation and leave packages

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe



Employment Opportunity

- Must have post-secondary education in Public Relations, Communications, or Journalism
- Must possess a valid driver's license and access to a vehicle
- Must have good knowledge of Microsoft Office 365 and familiarity with WordPress, Canva, and social media platforms (Facebook, Twitter, Instagram, and YouTube)
- Familiarity with Adobe products (Acrobat Pro, Photoshop, and InDesign) considered an asset
- Ability to multi-task
- Strong organizational and communication skills

Application Deadlines:

Nipissing First Nation adheres to the following process for our recruitment practices.

Closing November 25, 2022 - 1st Round

- Opportunities are open to all registered Nipissing First Nation members. Please advise your status in your application
- Applicants who are considered Round 2 or Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Two

Closing December 2, 2022 - 2nd Round

- Opportunities are open to spouses and children of registered Nipissing First Nation members and registered members of other First Nations. Please advise your status in your application
- Applicants who are considered Round 3 will not be considered, regardless of when the application is received
- If no suitable candidate is found, the process will proceed to Stage Three

Closing December 9, 2022 - 3rd Round

- Opportunities are open to all applicants (status and non-status)
- The posting will be open until filled

Nipissing First Nation supports the training and growth of their members and strongly encourages their members to apply to positions. Work experience and training opportunities are taken into consideration when screening applications.

Nipissing First Nation members are encouraged to apply to all rounds of employment postings. As per Section 24(1)(a) of the Ontario Human Rights Code, Nipissing First Nation gives preference to First Nation applicants for any employment opportunities.

If you are excited by this opportunity and want to be a part of Nipissing First Nation, please apply online by emailing your cover letter and resume to resumes@nfn.ca no later than 4:30pm on the application deadline noted above.

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