



Communications Assistant

Department: Administration
Posting Date: August 4th, 2023
Location: Nipissing First Nation, ON
Schedule: Standard Work Week – 35 Hours/Week
Job type: Full-Time/ Contract
Vacancies: 1
Reports To: Supervisor, Communications
Starting Salary: 26.37/Hour

We are currently seeking a dedicated Communications Assistant to join our team! As a Communications Assistant, you will play a vital role in supporting Nipissing First Nation's internal and external communication efforts. Your primary responsibility will be to assist in developing and implementing communication strategies that align with the organization's strategic plan and overall goals. Your contributions will be critical in ensuring effective communication with both internal stakeholders and the broader community, fostering understanding, engagement, and collaboration.

What you'll do in the role

- Assist in the implementation of communications strategies to inform community members, various levels of government and the public of initiatives, policies, and 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.
- Assist with other general duties in support of the Administration Department.

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
- Casual dress

What you bring to the table

- Respect for Indigenous culture and willingness to learn Ojibwe.
- Must have post-secondary education in Public Relations, Communications, or Journalism
- Must have a valid driver's license and access to a vehicle.



Employment Opportunity

- 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) is considered an asset.
- Ability to multi-task and have good organizational skills.
- Ability to effectively communicate with NFN depts, external partners and the public.

Application Deadlines:

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

Closing August 18th, 2023 - 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 August 25th, 2023 - 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 September 1st, 2023 - 3rd Round

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

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.

Are you a member of NFN? If so, please read below:

- ✓ *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.*

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