



## Employment Opportunity

### Communications Assistant

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Department: Administration  
Posting Date: March 21, 2025  
Location: Nipissing First Nation, ON  
Schedule: Standard Work Week – 35 Hours/Week  
Job type: Full-Time/ Permanent  
Vacancies: 1  
Reports To: Manager, Communications  
Starting Salary: \$48,958.00

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 provide administrative and logistical support to the communications team, ensuring smooth operations for internal and external communications efforts. This role involves content organization, event coordination, and materials production, contributing to the efficiency of the department's communication strategies.

#### **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.
- Organize and compile submissions for the community newsletter and manage mailout processes.
- Oversee the department's shared inbox, responding to inquiries or redirecting as needed.
- Maintain the tasks planner, tracking communication tasks and deadlines.
- Print and Distribute materials, managing related mailouts effectively.
- Maintain both physical and digital filing systems for communication records.
- Provide logistical support for all staff meetings, including room bookings and setup.
- Assist with event logistics, including setup, documentation, and material preparation.
- Draft content and gather materials for communication projects, including social media insights and annual report coordination.
- 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 Communications, business administration, public relations,



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or office management.

- Must have a valid driver's license and access to a vehicle.
- Strong organizational skills, basic writing and content creation skills, familiarity with digital communication tools (social media platforms, WordPress), Microsoft suite (Outlook, Word, SharePoint, excel), and Adobe Acrobat pro.
- 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.
- Proficient in monitoring shared inboxes, responding to inquiries in a timely manner and efficiently updating and managing shared task planners.
- Experience with printing materials and handling logistical support for meetings and events.

### **Application Deadlines:**

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

#### **Closing April 4<sup>th</sup>, 2025 - 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 April 11th, 2025 - 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 April 18<sup>th</sup>, 2025- 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](mailto: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**