



EMPLOYMENT OPPORTUNITY

Public Relations Liaison

Department: Administration

Posting Date: March 28, 2025

Location: Nipissing First Nation, ON

Schedule: Standard Work Week/35hrs

Job type: Permanent – Full Time

Vacancies: 1

New or Existing Position: New

Reports To: Manager, Communications

Starting Salary: \$48, 302.80

As the Public Relations Liaison, you will serve as a key point of contact for Nipissing First Nation (NFN) members, helping them navigate NFN's programs, services, and administrative processes. This role ensures that members receive the support, information, and advocacy needed to address their concerns and access available resources effectively.

What you'll do in the role

- Assist members in accessing NFN resources by providing guidance and referrals.
- Track and manage community concerns, advocating for timely and fair resolutions.
- Coordinate meetings and brief leadership on escalated matters.
- Promote community engagement by supporting outreach efforts and gathering feedback.
- Advocate for members facing challenges in accessing services or navigating NFN processes.
- Work with department leads to address systemic issues and improve service delivery.
- Mediate disputes or misunderstandings between members and administration, ensuring fair outcomes.
- Maintain records of recurring issues and provide reports with recommendations for improvement.
- Ensure that leadership is properly briefed on escalated concerns by gathering input from the relevant department(s) and providing a clear, factual summary before meetings or discussions take place.
- Participate in community outreach to build relationships and gather feedback on NFN services.
- Assist in organizing community meetings, forums, and events to discuss concerns and solutions.
- Develop and maintain accessible feedback mechanisms for members to express concerns.

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- Work with Communications to promote awareness of NFN programs and initiatives.

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.
- Comprehensive Health Plan including Medical, Dental, Vision, Life and Disability insurance.
- Better than average vacation and leave packages.
- A defined contribution pension plan.

What you bring to the table

- Respect for indigenous culture and willingness to learn Ojibwe.
- A High School Diploma (required); a post-secondary education in Communications, Public Relations, Administration, or a related field is preferred.
- A minimum of 2 years' experience in a client-facing, communications, or administrative support role—preferably within a First Nations organization, nonprofit, or public service setting.
- Strong communication skills, both written and verbal, with the ability to translate complex policies and procedures into clear, accessible language.
- Active listening skills and a compassionate, non-judgmental approach to supporting community members facing challenges.
- Proven ability to advocate on behalf of others, mediate conflicts, and help resolve issues respectfully and fairly.
- Excellent time management and organizational skills, with the ability to manage multiple member concerns and follow up on outstanding issues.
- High degree of cultural competency and respect for Indigenous values, perspectives, and governance structures.
- Sound judgment when dealing with sensitive or confidential matters, and a commitment to ethical decision-making.
- Comfortable working independently and collaboratively, especially when coordinating across multiple departments or leadership levels.
- Experience planning or supporting community engagement efforts, events, or forums is an asset.
- Proficiency in common office software (e.g., Microsoft Office, email, virtual meeting platforms).



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APPLICATION DEADLINES:

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

Closing April 11, 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 18, 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 25, 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 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.