



Independent First Nations

Independent First Nations Communications Coordinator

The IFN's are seeking a highly motivated dynamic individual to fulfill the responsibilities of IFN Communications Coordinator to work with our staff and website designer to develop a media presence for the IFN Communities. Round 1 of employment opportunity is open to members of the Independent First Nations (IFN).

Term

The IFN Communications Coordinator will be hired for a TERM contract position with possibility to extend employment beyond March 31, 2020. The IFN Communications Officer will be governed and will adhere to the IFN Policies.

Description

Under the direction of the IFN Leadership and the supervisory oversight of the Independent First Nations Health Director the IFN Communications Coordinator will receive direction and ensure that a work plan is developed to complete our IFN website.

Purpose and Scope of the Position

The IFN Communications Coordinator will assist the Independent First Nations Health Director to implement the overall plan to collect, upload, edit and deliver the social media presence of the Independent First Nation collaborative website and fulfill overall communications support for the Independent First Nations.

Roles and Responsibilities

- Establish and maintain cooperative and collaborative working relationships with the IFN Communities in an effort to maintain relationships and updated contact information
- Assist in the development of communications objectives and a communications plan; review and amend as required
- Plan and develop communications strategy and delivery of organization messages to intended targeted audiences
- Participate in the compilation of public education curricula, health, social and Chiefs secure briefings as directed for inclusion in the website
- Support IFN Coordination Staff, collect information and/or prepare all Leadership and Staff Biographies for inclusion in our website
- Works alongside the website designer to ensure timelines are accomplished within budgetary constraints
- Edits material for upload to ensure correct use of the English language in writing and grammaticism Attends IFN meetings/sessions to maintain knowledge base and understanding of each IFN Community and historical and current Independent First Nations issues and sharing of information within the IFN
- Answer general inquiries

Working Conditions:

- Work has a high public profile, extensive public interaction and is subject to deadlines
- Work requires the ability to take direction, prioritize, work independently with minimal supervision and cope with many demands and time constraints
- Work may require travel from time to time in the region of Ontario
- Work requires the requirement to work variable hours

Working Relationships:

- With Staff and Leadership
- The Communications Coordinator will promote courtesy, cooperation and teamwork with IFN staff, including chiefs and portfolio holders and/or as identified
- With the IFN Health Director
- Receives direction, guidance and encouragement; discusses plans and priorities
- With External Agencies
- Represents and promotes the Independent First Nations and seeks to develop sound professional working relationships on behalf of the IFN.
- With the IFN Communities
- Represents and promotes the Independent First Nations in a courteous manner and provides information and advice as required and directed.

Qualifications

Education and Experience

- Grade twelve (12) or equivalent required.
- Post-Secondary diploma/degree in journalism, media arts, communication arts and or public relations or related discipline an asset.
- Three (3) years working experience in communications as outlined throughout the position description and preferably in a First Nation setting.
- Proficient in computer software applications including: networking, graphics development, desktop publishing, office suites, multimedia development and web development.
- Knowledge and understanding the Independent First Nations and their needs/concerns.

Skills & Abilities

- Excellent oral and communication skills
- Time management, organization and planning skills; creativity and adaptability for communication in a variety of ways for a range of different media a necessity
- Must have an excellent command of the English language, both written and spoken,
- Possess a detailed knowledge of the media and how it operates, and which types of media is used for different purposes



- Photography skills a definite asset
- Knowledge of First Nations and governmental processes

Other

- Valid Ontario Driver's License and insurable.
- CPIC upon request

Location

Satellite Office to be determined

Salary

To Commensurate with Experience and Education

Applications must include

1. Current covering letter
2. Current resume
3. Three names (not letters) or references with telephone numbers (one must be current or most recent employer)
4. Copies of driver's license and education documents

Only those applicants who will be granted an interview will be contacted. Thank you to each applicant for your interest.

Closing Date:

October 7, 2020 @ 5:00 pm

Contact / application information

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