

# Communications Specialist

<b>Employer:</b>	Sagamok Anishnawbek First Nation		
<b>Posted:</b>	4 weeks ago	<b>Closing Date:</b>	May 31, 2024
<b>ES Job ID:</b>	4698	<b>Location:</b>	Sagamok Anishnawbek (Massey)
<b>Sector(s):</b>	Information Technology	<b>Duration:</b>	Full Time

## Job Description:

### Job Summary:

To provide support to Sagamok Anishnawbek on communications in print, media, and community-based consultation.

### Duties to the Department of Education:

- Lead development, socialization, change management, and stabilization of a Communications Strategy for Education as an element of the broader Sagamok Anishnawbek communications strategy.
- Facilitate the launch, optimization, and stabilization of Sagamok Education's website
- Maintain the website after launch in a steady state of being the primary channel for communication to and from the Department of Education.
- Advise Education Managers on revisions to policies, procedures, standards, and other documents to improve communication with the public.
- Coordinate the release of a regular (e.g. weekly, bi-weekly) Education newsletter or other periodical to keep the public informed of Education activities
- Generate copy for regular publication based on current Education events
- Capture of video footage, editing video, and distributing on various platforms.
- Advise Education Managers on privacy, confidentiality, copyright, data sovereignty, and other legal aspects of producing and distributing information.
- Advise the Director of Education on change management tactics, and provide change management support, for strategic activities.
- Work with both education and communications teams on coordination and preparation of an annual report for the AGM/community forum.
- Research and monitor First Nations news stories and information, particularly with respect to education and employment training.
- Work with the team on all media channels to coordinate the delivery with the website as the central hub.
- Perform other related duties as assigned.

### Duties to the Department of IT & Communications:

- Measure the effectiveness of all communications initiatives and campaigns and provide quarterly reports on results.
- Ensure education branding guidelines are in line with Sagamok Communication's guidelines
- Work with Director of IT on Sagamok Emergency Protocols and Notifications and provide advice to the Director of Education on Emergency Protocols concerning Education.
- Learn how to use and perform print jobs on in-office equipment.
- Maintain a library of branding and promotions material.
- Remain informed of issues affecting Sagamok Anishnawbek and community members and tribal council affiliation.
- Build and maintain a digital and document filing archival system of information, images related to

communications services of Sagamok Anishnawbek.

- Research new and existing documentation relevant to advancing communication efforts, issues and concerns and professional development.

**Required Skills:**

- Minimum qualifications are a post-secondary diploma/degree in communications, journalism and/or equivalent experience.
- Minimum two years' direct experience in communications.
- Superior grammatical and written skills, for reports and articles.
- Superior skills with IT tools such as Adobe Creative Suite and MS Office.

**Requirements:**

Terms and Conditions

- Valid driver's license and vehicle for on-the-job use.
- Must be able to work flexible hours.
- Sign and maintain an annual oath of confidentiality.
- Secure and maintain certification in Privacy and Confidentiality.
- Must provide a criminal record check prior to commencing employment.
- Incumbent is subject to three months' probation.

**How to Apply:**

Qualified candidates are invited to submit their cover letter and resume (in one document) to:

Attn: Human Resources

Sagamok Anishnawbek, P.O. Box 2230, Sagamok, Ontario, P0P 2L0

Fax: (705) 865-3307

By: Until Filled.

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.

Preference will be given to Aboriginal people.