



SHEGUIANDAH FIRST NATION JOB POSTING

Position:	Communications Officer
Location:	Band Office
Accountability:	Director of Operations
Employment Status:	Full-Time
Hours of Work:	Administration Hours (8:30am-4:30pm)
Tentative Start Date:	ASAP

Position Summary

Sheguiandah First Nation (SFN) is seeking a motivated and experienced Communications Officer that will be responsible for developing and implementing effective communications strategies that promote Sheguiandah First Nation's vision, values and initiatives. The Communications officer will use a variety of social applications to promote the many different programs that are offered on and off reserve. They will also be responsible for the maintenance and daily updates on the Sheguiandah First Nation website and community members portal. The successful candidate will have excellent writing skills, stronger computer and design knowledge and will be able to work well with the other departments to achieve the task at hand.

Essential Functions

- Develop and execute a comprehensive communication plan that aligns with Sheguiandah First Nation's strategic goals.
- Produce high-quality content for various channels, including press releases, website articles, social media posts, newsletters and presentations.
- Build and maintain positive relationships with media outlets, respond to media inquiries and facilitate media events.
- Foster open communication with community members through various channels, including meetings, surveys, and online forums.
- Develop and implement internal communication strategies to keep staff informed and engaged.
- Ensure consistent application of the First Nation's brand guidelines across all communication materials.
- Update SFN website, social media outlets and community member portal as needed.
- Setup, maintain and produce meeting minutes from the *OWL Labs* equipment

Qualifications

- Bachelor's Degree in a relevant field (e.g. Communications, Public Relations or a related field) or an acceptable combination of education and work experience.
- Minimum of three (3) years experience in a communications or public relations role.
- Able to write and format moderately complex correspondence, including press releases, memos, letters and briefing notes etc.
- Knowledge of the Sheguiandah First Nation organization and programs.
- Ability to prioritize tasks with minimum supervision.
- Professional, responsive and positive work attitude.
- Strong verbal skills to communicate with community, governments and co-workers.

Other Requirements

- Must provide a clear Police Records Check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel

Criminal Reference Check (CRC) Rationale: Sheguiandah First Nation is in a position of trust to its band members and is committed to providing a safe and secure work environment. Applicants must have record clear and/or dated of convictions relating to fraud, drugs, assault and theft. The CRC must be current (30 days) and the original document.

Interested applicants must submit cover letter, resume, three (3) current references and education certifications to:



**SHEGUIANDAH FIRST NATION
JOB POSTING**

Confidential: Communications Officer

c/o Human Resources

reception@sheguiandahfn.ca

142 Ogemah Miikan, Sheguiandah, ON P0P 1W0

Phone: (705) 368-2781 Fax: (705) 368-3697

For a job description, please contact hrassistant@sheguiandahfn.ca or by calling (705) 368-2781. Miigwetch to all applicants for their interest, but only those selected for an interview will be contacted.