



AAMJIWNAANG FIRST NATION CHIPPEWAS OF SARNIA

EMPLOYMENT OPPORTUNITY

Position Title: Community Information Officer

Location: Sarnia, ON

Duration: Full Time Permanent

Posting Closes/Deadline: June 12, 2019

Position Summary:

The Community Information Officer will provide general support to the Chief and Administration office, assisting in the preparation of media or public relations events and the delivery of public awareness and education campaigns. The Community Information Officer is responsible for performing a variety of technical duties including, but not limited to writing, copy and photo editing and graphic design, coordination and preparation of newsletters, and web updates. The Community Information Officer will also be responsible for administrative duties, such as daily media monitoring and maintenance of media files and media network, research and briefing notes, preparation of memos and correspondence for the Chief, and other general support activities.

Responsibilities:

Executive Management

- Maintains security and confidentiality of information held in the executive office.
- Writes and prepares professional correspondence on behalf of the Chief including letters, reports, and correspondence.
- Liaises and collaborates with the Chief and Band Manager
- Prepares and/or proofreads and refines routine correspondence, reports, public service announcements and public relations documents ensuring format and grammatical accuracy

Communication

- Ensures the Chief's office reflects a positive and professional image through effective diplomacy and ethical behavior.
- Provides an administrative contact point for the organization, for internal and public inquiries, responding to requests for information.
- Ensures the executive office reflects a positive and professional image through properly formatted and effective communication, protocols, policies and procedures.
- Monitors adherence to the visual identity of the organization.
- Develops and/or proofreads, edits and refines routine correspondence, briefing notes reports and public relations documents for format and grammatical accuracy to ensure documents originating from the executive office are of a high professional standard.
- Determines opportunities for positive public relations through photographic documentation of organizational events. Ensures proper photo use permissions are in place.
- Responsible for creating, transferring and maintaining website content
- Responsible for creating and implementing communications. material for various audiences
- Assist in the preparation of brochures, reports, newsletters, and other materials as requested.
- Develop and manage social media accounts

Data Management

- The Community Information Officer is responsible for Data Management for the organization. This includes
 - Upkeep of iCompass- Document Center and Records Manager
 - Upkeep of Records Retention Policy
 - Management of files in History Room
 - Upkeep of records in OneFeather

Other:

- Other duties as assigned.

Knowledge, Skills and Abilities:

- Proven exceptional verbal and written communication skills for a variety of audiences on a broad range of topics;
- Ability to translate and present technical language in terms that non-specialists can comprehend;
- Advanced Research and Documentation;
- Project Management;
- Advanced technical skills with web design and maintenance, photography, graphic design software applications, desktop publishing and other computer skills;
- Excellent inter-personal skills and ability to work in a team environment and interact with media personnel, the general and culturally diverse public, service providers and dignitaries

Requirements:

- Post-secondary Diploma or Degree in Media Relations, Corporate Communications and/or related and equivalent work experience;
- Print production
- Publishing and Publications;
- Events and other Activities;
- Proposal Writing;
- Knowledge of First Nations culture, traditions and contemporary issues; and,
- Working knowledge of Microsoft Office Suite and Apple-based applications.

Other Considerations:

Preference may be given to Indigenous candidates with relevant on reserve employment and / or those with knowledge and understanding of Aamjiwnaang and history and community.

Application Process:

If you are interested in this opportunity, kindly forward your resume and cover letter via mail or email or fax or in person to (for a copy of the complete job description please email request):

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON N7T 7H5
Attention: Corrie Wilkinson
Human Resources Assistant

Or

HumanResource@aamjiwnaang.ca

Or

519-336-0382 fax

For more information, check us out online at www.aamjiwnaang.ca