



Aamjiwnaang First Nation

EMPLOYMENT OPPORTUNITY

Position Title: Community Information Officer

Location: Sarnia, ON

Duration: Permanent

Posting Closes/Deadline: May 28th, 2026

Tentative Interview Date(s): June 1st-5th, 2026

Scope of the Position

The Communications Officer will provide general support to the Director of Operations and Chief and Council, assisting in the preparation of media or public relations events and the delivery of public awareness and education campaigns. The Communications 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 Communications 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, and other general support activities.

Responsibilities

- 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 the Director of Operations.
- Prepares and/or proofreads and refines routine correspondence, reports, public service announcements and public relations documents ensuring format and grammatical accuracy

Communication

- 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.
- 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
- Develop and manage social media accounts
- Manages the flow of information to ensure clear, timely, and effective communication with intended audiences.
- Data management within the organization, this includes but is not limited to:
 - records retention policy
 - historical files
 - electronic documents center and records manager

Information Technology

- Provide basic technical support to staff and refer to third-party IT support provider as needed.
- Liaison between the First Nation and third-party IT support provider.
- Monitor product contracts, lifecycles, and any information related to the upkeep of technical devices (desktops, laptops).

- Implement and follow best practices as they pertain to industry standards.

Other:

- Other duties as assigned.

Minimum Requirements

- Post-secondary Diploma or Degree in Media Relations, Corporate Communications and/or related and equivalent work experience.
- Experience with publishing and publications.
- Experience coordinating events and other activities.
- Experience in proposal writing.
- Experience (work or lived) in First Nations, understanding the needs, challenges, and political environment is an asset
- Working knowledge of Microsoft Office Suite and Apple-based applications.

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 interpersonal skills and ability to work in a team environment and interact with media personnel, the general and culturally diverse public, service providers and dignitaries

Personal Attributes

- Maintain confidential information, from time to time, in performing the duties of this position
- Demonstrate integrity and credibility and the ability to represent AFN with professional competence
- Interest in First Nation well-being, home and community care, and community

Other Considerations

In accordance with Section 16 Special Programs of the Canadian Human Rights Act, preference will be given to Aamjiwnaang Band Members with relevant education/experience (R.S.C 1985, c. H-6, s16 (1-3)).

Preference may be given to First Nation 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, email, or fax to:

Aamjiwnaang First Nation
978 Tashmoo Avenue
Sarnia, ON
N7T 7H5

Attention: Ashley Fisher, Human Resources Officer

Or

humanresource@aamjiwnaang.ca with subject line: JOB APPLICATION – COMMUNITY INFORMATION OFFICER

Or

519-336-0382 fax