

Government Service Building
22 Winookeeda Street
Curve Lake, Ontario K0L1R0



Phone: 705.657.8045
Fax: 705.657.8708
www.curvelakefirstnation.ca

Posted: October 27, 2022
Internal/External

EMPLOYMENT OPPORTUNITY

As outlined in the Curve Lake First Nation Human Resource Management Manual, applications are now being accepted for the following **Permanent Full-Time** position:

COMMUNICATIONS OFFICER

DUTIES:

- Maintain and update the Curve Lake First Nation and Cultural Centre websites and Member Login Portal
- Maintain indoor and outdoor signage systems
- Manage the First Nation's social media accounts
- Develop and maintain an internal communications strategy
- Maintain the contact information of CLFN membership and media contacts
- Maintain and assist with online voting platform (onefeather.ca)
- Develop and manage email correspondence to membership
- Responsible for videography and photography for promotional and reporting purposes
- Coordinate the preparation of responses to public inquiries, letters and emails
- Develop resource materials including Annual Reports, PowerPoint presentations, brochures and flyers to ensure the community, administration, Council and outside organizations are kept informed
- Daily review of reports, newspapers and website scanning to provide recommendations and briefing material
- Develop media strategies, drafting releases, responding to media inquiries and building dialogue with external media teams
- Manage special projects as directed by the Chief Operating Officer
- Perform general office duties as needed for budget, correspondence, and office management
- Responsible for production and distribution of monthly newsletter
- Contribute to the planning, arrangement and execution of special and community events including communication materials and providing administrative support as needed
- Multimedia marketing material production, video, photography, graphic design, and copywriting

QUALIFICATIONS: Basic Requirements: **(APPLICANTS MUST EITHER SHOW NECESSARY PROOF WITH APPLICATION OR PROVIDE AT TIME OF INTERVIEW)**

Education and Other Requirements:

- University Degree or College Diploma in Journalism, Communications, Advertising, or Public Relations (or a related field)
- Valid driver's license or access to reliable transportation

RATED REQUIREMENTS:

Knowledge:

- Working knowledge of Curve Lake First Nation Government Services Programs and Services
- Knowledge of Curve Lake history, culture, traditions, and language
- Knowledge and experience with photography and videography equipment

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- Knowledge of various computer and web-based software/hardware (Microsoft Suite, WordPress, Adobe Creative Cloud [InDesign, Photoshop, Illustrator] Digital Signage Software, Xerox – Fiery, Constant Contact, etc.)

Skills & Abilities:

- Excellent written and verbal communication skills
- Excellent computer skills
- Ability to multi-task and keep organized

Personal Suitability:

- Good public relations, including an appreciation of the need for confidentiality, tact and discretion
- Must be willing to work flexible hours
- Must demonstrate a high degree of initiative and self-direction
- Must be punctual/dependable with a strong desire to work

TERMS OF EMPLOYMENT:

This is a Permanent Full Time position beginning ASAP. Annual salary range for this position will be \$49,462 to \$54,958 based on a 39.5 hour work week.

APPLICATION:

Application forms and Position Descriptions are available at the Reception of the Government Services Building. Application forms can also be obtained from the Employment Resource Centre or from the Curve Lake First Nation website (www.curvelakefirstnation.ca) under documents.

Application package must consist of a completed application form, cover letter, resume, required documentation, addresses and phone number of two most recent employment references (if employed with Curve Lake First Nation previously, references from most recent Supervisor / Manager will be required). Please submit application package to the Government Services Building Receptionist to the attention of:

Agnieszka Mlynarz, Human Resources Assistant
Curve Lake First Nation Government Services Building
Curve Lake, Ontario K0L 1R0
Phone (705) 657-8045 Fax (705) 657-8708
Recruitment@curvelake.ca

Deadline for Applications: Thursday November 10, 2022 at 12:00 (Noon)

Please ensure application is date stamped by the Curve Lake Government Services Building Receptionist. While only qualified applicants will be contacted for an interview, not necessarily all qualified applicants will be offered an interview.

While Curve Lake First Nation appreciates all applications, as outlined in the Curve Lake First Nation Human Resources Management Manual, applicants will be considered in the following priority: Level I: Internal Applicant, Level II: Any First Nation Member Applicant (s. 16(1) CHRA), and Level III: Any Applicant.

The successful candidate must provide an acceptable Canadian Police Information Check (CPIC) prior to commencing work.