

MOOSE DEER POINT FIRST NATION EMPLOYMENT OPPORTUNITY



Position:	COMMUNICATION COORDINATOR
Duration:	Full time Temporary until December 31, 2019. May be extended based on availability of funding
Salary:	\$18 to \$25/hr, based on qualifications
Start Date:	As Soon As Possible

Under the direct supervision of the First Nation Administrator, the individual hired be responsible for the communication activities required to inform the membership of Moose Deer Point First Nation about various Council-directed initiatives, such as the Land Code and the Anishinabek Governance initiative. The individual will work closely with supports from relevant organizations to make sure community members are informed and up-to-date on governance initiatives that require community ratification.

Qualifications:

- Minimum Grade 12. Post-secondary education preferred.
- Must be a self-starter and self-motivator with excellent demonstrated communications skills, both written and spoken; able to talk to groups and individuals as needed
- Excellent interpersonal and organizational skills. Ability to work independently with minimal supervision and as an active team member.
- Proficiency with MS Office business applications, Internet and web-enabled communications applications
- Willingness and ability to work variable work hours, including weekends and evenings.
- Must possess a valid driver's licence, have reliable transportation and be willing to travel as required

Responsibilities: With the assistance and support of relevant organizations, undertake the following:

- Develop and implement information-sharing programs designed to inform members of various Council-directed Initiatives.
- Collaboratively work with supporting organizations for regional engagement sessions with First Nation citizens living in urban centres, and attending colleges and universities
- Support the development of a First Nation member engagement databases.
- Coordinate engagement activities through mailouts, door-to-door delivery, social media and email for and including, meetings, events and open houses.
- Coordinate, prepare and undertake information meetings with groups, families, and individuals.
- Gather, research and edit material to inform community members.
- Prepare and deliver information in person and through social media in order to increase awareness of initiatives.
- Prepare brochures, reports, newsletters and other material for print and web delivery.
- Respond to correspondence about various Council-directed initiatives. Respond to and/or relay issues and concerns from the community.
- Undertake pre-vote activities as needed in order to help community members understand what they are voting on.

Please submit your updated resume and cover letter to the First Nation Government Office, Attention: Colette Isaac, Administrator on or **by May 24, 2019**. Resumes will be accepted at the Government Office or by email to colette.isaac@moosedeerpoint.com. Please put "Communication Coordinator" in the subject line or sealed envelope.

We thank you for your interest in employment with the Moose Deer Point First Nation, however only those candidates demonstrating the above noted qualifications will be contacted for an interview.