



WILLIAMS TREATIES FIRST NATIONS

EMPLOYMENT OPPORTUNITY

Communications Officer
Williams Treaties First Nations
Contract Position: Start date June 2017

The Williams Treaties First Nations are seeking a communications officer to assist in the development, delivery and maintenance of effective communications plans.

Duties:

Attend negotiation sessions (weekly)
 Attend main table negotiation sessions (monthly)
 Prepare communication materials for Chiefs and Councils and community members
 Record and maintain notes of meetings for negotiators and Chiefs table
 Prepare action items and deliverables calendar
 Schedule meetings and meeting space rental
 Collaborate with Crowns communications teams
 Attend communication committee meetings
 Maintain calendar of meetings and minutes of same
 Prepare community updates on monthly distribution basis
 Facilitate the update of the WTFN website, including communications with website developer and related committees i.e. harvesting
 Collaborate with appropriate community resources i.e. CCW's
 Establish toll free contact number for communications
 Coordinate multi-media resources
 Respond to media inquiries and coordinate press conferences, briefings and supporting materials
 Respond to requests for information
 Office location dependent on candidate: either in WTFN community, home office or space rental
 Travel to Williams Treaties First Nations, Toronto and Ottawa primarily

Qualifications:

Degree/Diploma Journalism, Public Relations, Communications

2 to 3-years' experience in Communications, Marketing, Public Relations preferred

Williams Treaties First Nations member is preferred

Valid G License and own vehicle required

Skills Required:

Creative problem solver with exceptional verbal and written communication skills

Website writing and implementation

Experience in Social Media strategic planning and implementation

Photography skills required (35-mm. digital) includes download and editing

Experience with event planning and PR

Proficient in Microsoft Office/Publisher/Powerpoint/Prezi

Excellent relationship building skills

Self-Starter, able to learn quickly and work independently

Self-driven individual with excellent work ethic and a can-do attitude.

Active learner with the ability to thrive in a fast-paced, results-oriented, start up environment

Excellent time management skills with keen attention to detail and ability to multi-task

Position will be subject to a 3-month probationary period.

Salary commensurate with experience.

Compensation range: \$50,000 to 65,000.

Contract concludes: March 2018

Location: Flexible

The deadline for applications is May 29, 2017 at 10 am.

Please send a personalized cover letter and curriculum vitae in confidence to:

Karry Sandy-McKenzie

Negotiator

Williams Treaties First Nations

8 Creswick Court, Barrie, ON. L4M 2J7 or by email to:

inquiries@williamstreatiesfirstnations.ca

The Williams Treaties First Nations welcomes applications from all qualified candidates, although only those selected for an interview will be contacted.

For more information, visit www.williamstreatiesfirstnations.ca