

Long Lake #58 First Nation

209 Otter Street
P.O. Box 609
Longlac, Ontario
P0T 2A0



Tel: (807) 876-2292
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Communications Coordinator Job Posting 3 Year Contract

Position Summary:

Long Lake #58 First Nation (LL#58FN) is seeking an experienced professional to fill the role of **Communications Coordinator**. Reporting directly to the Band Manager, the Communication Coordinator is responsible for the internal and external communication, media relations, education and promotional plans, and publication management with outcomes that support the Long Lake #58 First Nation overall goals and maintain a positive public image of the Long Lake #58 First Nation

Duties and Responsibilities:

- Develop, implement and evaluate communication strategies for programs designed to inform Long Lake #58 First Nation Chief and Council, Staff and Membership, various levels of governments and the general public.
- Gather, research and edit communications material for internal and external audiences.
- Assist in research and compilation of pertinent data to establish community training needs profile.
- Prepare and deliver educational and publicity programs to increase awareness about Long Lake #58 First Nation.
- Prepare and assist in the preparation of audiovisual material for Long Lake #58 First Nation (e.g., PowerPoint, slideshows or video).
- Research, compile and make recommendations on events that Long Lake #58 First Nation should participate in.
- Coordinate Long Lake #58 First Nation spokespersons. This includes liaising with organizations, groups and communications officers from various levels of governments; booking speakers; getting written confirmation and arranging for necessary equipment.
- Upload program and other related service information to appropriate internet platform.
- Write and edit various communications documents for Long Lake #58 First Nation.
- Facilitate focus groups, committee meetings and information meetings when required.
- Assist in the preparation of brochures, reports, newsletters and other communications materials.
- Prepare or oversee preparation of reports, briefs, biographies, speeches, presentations and press releases.
- Liaise and partnership with members, the Lands Committee, Chief and Council, and other bodies

Other Duties:

- Although a standard 35-hour work week is typical, some communications activities such as conferences, speeches, meetings and community activities may require individuals to have a willingness and ability to work variable hours, including weekends and evenings.
- Must be able to perform other related duties as required.

Qualifications/Skills/Must Haves:

Degree or Diploma in one of the following:

- Public Relations, Media Relations, Marketing or Communications
- Experience in a related field or equivalent training
- Encouraging all Long Lake #58 members to apply
- Must be a self-starter and self-motivator with excellent communications skills, both written and spoken.
- Excellent interpersonal and organizational skills.
- Long Lake #58 First Nation knowledge is an asset.

- Performance Competencies and Criteria
- Ability to proactively identify and serve the communication needs of the Long Lake #58 First Nation and the Membership.

To Apply: Applicants must submit a cover letter, resume, three references and an updated police criminal record check (or if in process, proof of receipt is required), by email or hand deliver in person to:

Jonna Zechner
Human Resources
Long Lake #58 First Nation
P. O. Box: 609, Longlac, ON P0T 2A0
Email: careers@longlake58fn.ca

Deadline: Friday July 2nd 2021 @ 12:00 pm

We thank all candidates who apply; however, only those selected for an interview will be contacted. Incomplete applications, without all the required documents will not be considered for this position.

Detailed job description upon request