

MATAWA FIRST NATIONS MANAGEMENT



Job Description

Regional Priorities & Jurisdiction Implementation & Information Officer

PURPOSE OF THE POSITION

The Regional Priorities & Jurisdiction Department Implementation & Information Officer is responsible for developing, implementing and maintaining all aspects of the communications within the Regional Priorities & Jurisdiction Department. These communications are in support of the Matawa member communities, their elected leadership, the Regional Priorities & Jurisdiction Department and MFNM; working primarily on internal communications and information flow, as well as with the Matawa Communications Department on Matawa wide events and projects.

SCOPE

The Regional Priorities & Jurisdiction Department Implementation & Information Officer reports to the Regional Priorities & Jurisdiction Department manager, who will ensure that the following MFNM Regional Priorities & Jurisdiction communication & planning deliverables are developed where required, and implemented in an efficient and effective manner:

- newsletters, briefing notes, summaries and information sheets
- report design, coordination and compilation
- brochure, pamphlet and handout design and distribution
- communication streams to deliver and receive information and feedback from Matawa member communities on the Regional Priorities & Jurisdiction
- portable communication microphone system and translation coordination
- media relations, public relations, news releases, event coordination, advertising and promotions; in conjunction with Matawa Communications Department
- writing (i.e. letters, news releases, communiques and presentations)
- Intranet/Extranet (to be developed in conjunction with IT)
- Web Portal maintenance for Regional Priorities & Jurisdiction
- Matawa Messenger contributions

RESPONSIBILITIES

***Note:** The Implementation & Information Officer's duties are subject to change which will result from restructuring and strategic plans underway, intended to meet departmental growth and new reporting and implementation demands.

1 Internal Implementation and Communication – implement Regional Priorities & Jurisdiction plans ensuring that the following internal communication is executed in an efficient and effective manner:

Main Activities

- News releases and media relations as directed by the Regional Priorities & Jurisdiction Manager
- Ensuring consistency throughout Matawa-led conferences, workshops, meetings, events and ceremonies that are implemented for publicity, Chiefs, committees, or informational purposes
- Ensuring consistency with all promotional item development, maintenance and inventory for each the Regional Priorities & Jurisdiction Department
- Drafting Regional Priorities & Jurisdiction related materials/documents for the Matawa Member Chiefs and their working group(s) and community members
- Coordinate photographic and video requirements
- Maintain a list of vendors/consultants for outsourcing of Regional Priorities & Jurisdiction Communications requirements such as printing, consulting, research, supplies, etc.
- Contribute to major reports such as the Annual General Meeting, Regional Priorities & Jurisdiction Working Group meetings, Chiefs' meetings, and other meetings as required

2. External Implementation & Communication – implement all Regional Priorities & Jurisdiction communications and related plans ensuring that the communication and implementation services extend to:

Main Activities

- Maintaining communications and relations with Matawa member First Nation's elected leadership, working groups or appointed person(s)
- Preparation of communications-related products for Matawa member First Nation's elected leadership or appointed person(s)
- Research and monitor Regional Priorities & Jurisdiction news stories and information and distribute to Matawa Communications Manager for distribution
- Coordinate and Distribute Regional Priorities & Jurisdiction Communications-related items to Matawa member First Nation

3. Data Management

Main Activities

- Update Matawa Web Portal and coordinate updates with Communications Manager
- Update Matawa Intranet/Extranet Regional Priorities & Jurisdiction information
- Maintain a photo library for Regional Priorities & Jurisdiction
- Maintain an online resource library via Intranet to support Regional Priorities & Jurisdiction

4. Events

Main Activities

- Contribute to planning and coordination of various events such as local and regional workshops, conferences, meetings, and ceremonies
- Gathering, creating and distribution of advertising/information materials
- Data collection while attending meetings and conferences (i.e. PDAC conferences, political meetings), as required

5. General

Main Activities

- Remain informed on the wide spectrum of related issues
- Build and maintain a data management and filing/archival system under the auspices of the QMS
- Research new and existing methods and approaches relevant to advancing implementation and communication efforts
- Travel as requested
- Adhere to the organization's Quality Management Systems, policies and procedures
- Research & data collection ie Intranet
- Document preparation and distribution
- Coordination of information and distribution internally and externally
- Creation of monthly newsletter, radio schedule, department information, brochures and information as needed

6. Perform other related duties as required

KNOWLEDGE, SKILLS AND ABILITIES

The Regional Priorities & Jurisdiction Department Implementation & Information Officer would normally attain the required knowledge, skills and attributes through

completion of a post-secondary Diploma or Degree in Media Relations, Communications, Journalism, Business and/or related and equivalent work experience;

Knowledge

The incumbent must have proficient knowledge in the following areas:

- Inter community relationship building
- Strategic planning and implementation
- Coordination and Distribution of Information
- Media Relations and Corporate Communications
- Print production, advertising and publications
- Organization and planning for holding urban and remote community meetings
- Proposal writing
- First Nations culture, traditions and contemporary issues
- Working knowledge of Microsoft Office Suite and Apple-based applications

Skills

The incumbent must demonstrate the following skills:

- Attention to detail and high level of accuracy
- Proven exceptional verbal and written communication skills for a variety of audiences on a broad range of topics
- Able to interpret and present technical language in simple understandable terms
- Advance research documentation abilities and expertise
- Research and data collection and compilation
- Ability to interview a variety of people and collect and synthesize data project management
- Advance technical skills with writing and reporting
- Web design and maintenance, photography, graphic design software applications desktop publishing and other computer skills
- Excellent inter-personal skills and ability to work in a team environment
- Able to interact successfully with community groups and members, media personnel, the general public, culturally diverse populations, service providers, community leaders, dignitaries and government officials

Personal Attributes

The incumbent must also demonstrate the following personal attributes:

- Honest and trustworthy
- Respectful

- Possess cultural awareness and sensitivity
- Flexibility
- Demonstrate sound work ethics
- Maintain strict confidentiality in performing their duties
- Strategic thinker
- Relationship builder
- Planner and coordinator
- Highly motivated
- Able to meet tight and demanding timelines with multiple projects
- Exceptionally organized
- Self-motivated with an ability to work with little supervision
- Pay great attention to detail and adhere to due diligence
- Must be willing and able to travel
- Demonstrate a keen awareness and sensitivity to First Nation realities regionally and at the community level
- Ability to speak Ojibwe, Oji-Cree or Cree is an asset

WORKING CONDITIONS

Physical Demands

The Regional Priorities & Jurisdiction Implementation & Information Officer may have to travel throughout the community in all weather. They may have to lift, carry and manage equipment and supplies. They may have to work odd or long hours at a time to complete special requests or projects. The Regional Priorities & Jurisdiction Implementation & Information Officer may have to spend long hours sitting and using office equipment, computers and attending meetings.

Environmental Conditions

The Matawa Building may be a busy facility. The Regional Priorities & Jurisdiction Implementation & Information Officer may have to manage a number of people and projects at one time, and they may be interrupted frequently to meet the needs and requests of member First Nation leaders and members. The Regional Priorities & Jurisdiction Implementation & Information Officer may find the environment to be busy, noisy and will need excellent organizational and time and stress management skills to complete the required tasks.

Sensory Demands

Sensory demands can include reading and use of the computer which may cause eye strain and occasional headaches. The office environment may be noisy and busy making it difficult for the Regional Priorities & Jurisdiction Implementation & Information Officer to concentrate.

Mental Demands

The Regional Priorities & Jurisdiction Implementation & Information Officer will have to manage a number of requests and projects at one time. They must be aware of all Tribal Council business in the community and any and all relevant legislation, policies and procedures. They may have to complete a number of tasks and responsibilities at one time, and must be prepared to deal with emergencies and stressful situations at any time.

CERTIFICATION

<hr/> Employee Signature	<hr/> Supervisor's Title
<hr/> Printed Name Date	<hr/> Supervisor's Signature Date
I certify that I have read and understand the responsibilities assigned to this position.	I certify that this job description is an accurate description of the responsibilities assigned to the position.
<hr/> Chief Executive Officer's Signature Date	
I approve the delegation of responsibilities outlined herein within the context of the attached organizational structure.	

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.