

INTERNAL/EXTERNAL EMPLOYMENT OPPORTUNITY

Position: Implementation & Information Officer
Department: Regional Priorities & Jurisdiction

Summary: 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 Matawa First Nations Management; working primarily on internal communications and information flow, as well as with the Matawa Communications Department on Matawa wide events and projects.

Qualifications / Requirements:

- An understanding of the Matawa First Nations cultural and political environment
- Demonstrated knowledge, skills and personal attributes as described in the job description (web link below)
- Excellent communication, time management and attention to detail
- 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

Salary: We offer competitive salary and benefits commensurate with education and work experience.

QMS NO: FIN HR REM 072 **Dept:** Fin/Admin **Issued:** Nov 7, 2011 **Rev/Date:** 002/ Mar 24, 2017 **Issued:** N. Miller, MFA



Please submit cover letter with resume and three employment references to:

Matawa First Nations Management

RE: Regional Priorities & Jurisdiction Implementation & Information Officer

Mail: 233 Court Street South, Thunder Bay ON P7B 2X9

Email: careers@matawa.on.ca

Fax to: (807) 344-2977

Closing Date: Open Until Filled

The job description is available on our website: www.matawa.on.ca.