



## **EMPLOYMENT OPPORTUNITY**

(3<sup>rd</sup> Posting)

The Southern First Nations Secretariat (SFNS) is seeking qualified applicants for the position of:

### **Communications Officer**

(Full-Time, Permanent)

**POSITION REPORTS TO:** Executive Director

**POSITIONS SUPERVISED:** Summer Interns; Mentored Students

**POSITION SUMMARY:** In accordance with the established policies, procedures, and directives of the Southern First Nations Secretariat (SFNS), the Communications Officer will successfully lead the development and implementation of SFNS' external and internal communication strategies. This includes public relations, marketing, general communications and employee-focused communications which are in line with SFNS' vision, mission, and guiding principles.

#### **DUTIES**

Key Result Areas:

- Conduct a communications audit, generate recommendations, and develop a communications plan.
- Collaborate with external stakeholders during the planning process to ensure a clear understanding of communication needs;
- Help identify, develop and maintain key communication channels, adapting and improving them in line with external trends and organizational needs;
- Support SFNS events (workshops, conferences, information sessions etc.) by ensuring appropriate promotion and marketing and other event support, as needed;
- Track analytics (such as views, clicks, shares, likes etc.) to measure effectiveness and efficiency of communication campaigns;
- Provide regular reporting on results;
- Collect and collate feedback into actionable points;
- Other activities as deemed necessary to the success of SFNS' communication strategy.

#### **STATEMENT OF QUALIFICATIONS:**

##### **Basic Requirements (Mandatory & Minimum):**

- Post-secondary degree or diploma in public or media relations, corporate communications, journalism, marketing or related field or equivalent work experience.



**Rated Requirements:**

- A passion for story, narrative structure and the creative arts;
- A skillful understanding of data reporting and analytics;
- An understanding of conventions and purposes of specific marketing processes and methods;
- Advanced technical skills or ability to enhance, including web site content management, photography, advertisement and graphic design, word-processing, spreadsheet and other advanced computer skills;
- Desire to continually evolve personal understanding of marketing and social media trends;
- Exceptional verbal and written communication skills;
- Exceptional organization and time-management skills and ability to prioritize multiple tasks to meet strict deadlines;
- Awareness and sensitivity to realities of First Nation people and communities is an asset;
- Willing to travel, valid driver's license, and unrestricted access to reliable transportation; and
- Willingness to provide a police check.

**PHYSICAL DEMANDS:**

- Sitting for long time periods in office at a desk, computer terminal, or in meetings;
- Required to drive a vehicle to perform duties; and
- Very occasional medium lifting (maximum 50 pounds).

**SALARY RANGE:** \$50,000-\$58,000 per annum based on experience and qualifications, as well as a benefits package.

**CLOSING DATE:** **Friday, June 24, 2022 at 4:00pm**

Interviews are tentatively scheduled for Wednesday, June 29, 2022.

Please submit a resume with three current employment references to:

Jennifer Whiteye, Executive Director  
Southern First Nations Secretariat  
Email: [jenwhiteye@sfns.on.ca](mailto:jenwhiteye@sfns.on.ca)

Please clearly mark your subject line: "Confidential – Communications Officer."

We thank all applicants for their interest, however, only those selected for an interview will be contacted.

\* A full job description is available upon request.



**PREFERENTIAL HIRING:**

SFNS encourages all qualified individuals to apply. However, preference will be given to qualified First Nations people in accordance with SFNS' General Principles of the Human Resource Management Policy, section 16 of the Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act. First Nations candidates who wish to qualify for preferential consideration must self-identify.