



**Eagle Lake
First Nation**

**EMPLOYMENT OPPORTUNITY
COMMUNICATIONS OFFICER (FULL-TIME)**

DEADLINE: JULY 31, 2024

REPORTING TO: CHIEF AND COUNCIL

WAGE: 60,000.00/ANNUALLY

As a Communications Officer for Eagle Lake First Nations, you will be responsible for facilitating effective communication between all the departments within the organization, community members, stakeholders, and the public. You will play a crucial role in conveying important information, promoting community events and initiatives, and fostering positive relationships within and outside the community. Through various communication channels, you will help strengthen the connection between the leadership and its constituents, ensuring transparency, engagement, and mutual understanding.

DUTIES AND RESPONSIBILITIES:

- Develop and implement comprehensive communication strategies and plans to effectively convey key messages, promote community engagement, and enhance the Eagle Lake First Nation's public image.
- Create engaging and informative content for various communication channels, including newsletters, social media posts, website updates, press releases, and promotional materials.
- Facilitate community engagement initiatives, such as town hall meetings, surveys, and focus groups, to gather feedback, address concerns, and foster dialogue between community members and the leadership.
- Develop crisis communication plans and protocols to effectively respond to and manage communication during emergencies, incidents, or sensitive issues affecting the community or Eagle Lake First Nation's operations.
- Maintain consistency and integrity of the Eagle Lake First Nation's brand identity across all communication materials and platforms.
- Evaluate communication strategies and initiatives to identify areas for improvement and make recommendations for future actions.
- Prepare regular reports on communication activities and outcomes for the leadership and stakeholders.
- Commitment to upholding confidentiality, integrity, and cultural sensitivity in all communications
- Participate in meetings and prepare meeting minutes

REQUIREMENTS:

- Bachelor's degree in Communications, Public Relations, Journalism, English or related discipline.
- Strong working knowledge of communication principles and practices.
- Experience in Communications and/or PR agency experience required.

- Management experience preferred.
- Must possess excellent oral, written and interpersonal communication skills with strong writing and editorial abilities.
- Working knowledge of Microsoft Word, PowerPoint, Excel, internet, wire services, media monitoring software, and other public relation tools.
- Must possess strong project management skills.
- Must be able to meet tight deadlines and execute flawlessly on projects in a fast-paced, often pressured environment and see a project through to completion.
- Must be an influential communications consultant within the organization.
- Must be able to work effectively in a team.
- Must be capable of maintaining confidentiality, with a high level of accuracy regarding information.
- The ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all levels of employees is critical.
- Ability to speak Ojibwe is an asset

If you are interested in this position, please drop off or submit your cover letter and resume including 3 references to:

Attention: Human Resources Manager
E-mail: Riza.Klassen@migisi.ca
P.O. Box 1001
Migisi Sahgaigan, ON
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Ph: 807-755-5526 x 228
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We thank all applicants but only candidates selected for an interview will be contacted