



**KINOOMAADZIWIN EDUCATION BODY**  
**COMMUNICATIONS OFFICER**  
November 2018

## **Summary**

The Communications Officer will report to the Communications and Operations Manager of the Kinooaadziwin Education Body (KEB) and will be responsible for strategic and responsive communications with the Anishinabek First Nations, Regional Education Councils, First Nation Local Education Authorities, education partners, government agencies, boards, provincial and national working groups, political bodies, other education stakeholders, and the media. In addition, the Communications Officer will be accountable for the following:

## **Duties and Responsibilities**

### **1. Strategic Communications Planning**

The Communications Officer will be responsible for implementing strategic communications plans for the KEB and for affiliated organizations, as required. This work will include the development and implementation of proactive plans, as well as communications strategies in response to crisis situations. The Communications Officer will work proactively to seek opportunities which highlight the work of the Anishinabek Education System and to profile the efforts and successes of the Anishinabek First Nations in education.

### **2. Information Technology Management**

The Communications Officer will support the Communications and Operations Manager in any area of Information Technology Management that is required. This may include but is not limited to: troubleshooting I.T. issues; enabling proper use of organizational networks, programs and technologies; training; working in coordination with the Information Technologist.

### **3. Promotional Programs**

The Communications Officer will support the Anishinabek Education System and the KEB promotional programs.

### **4. Public Relations and Media Liaison**

The Communications Officer will liaise with the media to ensure that media strategies are successfully developed and implemented.

### **5. Writing and Communications Products**

The Communications Officer will develop, prepare and edit speaking notes, presentations, news releases, newsletters, summaries, DVDs, briefing notes, web site content, meeting kits and other communications products as required.

## **6. Advocacy, Policy and Political Support**

The Communications Officer will support the Communications and Operations Manager and the Director of Education, and work with the Regional Education Council Coordinators in provincial or national advocacy and policy consultations, and in implementing advocacy strategies to improve the quality of education for First Nations students.

## **7. Board/Sub-Committee Support**

The Communications Officer will support the provision of communications support and products to the KEB board, affiliated boards, and sub-committees, as required. The Communications Officer will also support the communications aspect of KEB's participation at public and other events.

## **8. Other duties**

As required, the Communications Officer will attend and participate in regional events, representing the KEB at meetings and workshops.

## **Qualifications**

The position will require an individual who has successfully demonstrated the following characteristics.

- Post-Secondary degree in a field that highlights strong communications skills.
- Ability to develop and maintain effective working relationships with Board members, First Nations school representatives, education partners, staff, public and the media.
- Strategic communications, media relations and budgetary experience.
- Existing sound relationships with media providers, including print and television.
- A comprehensive understanding of First Nation issues and First Nations education.
- Excellent written and verbal communications skills.
- Excellent organizational and office management skills.
- Ability to co-ordinate multiple tasks in a busy work environment.
- Proficient in computer literacy (Microsoft Office, Adobe Creative Suite, Outlook, internet, social media platforms, etc).
- Photography skills and knowledge of photo and video-editing software are an asset.
- Strong interpersonal skills.
- Dependability and reliability.
- Flexibility and adaptability to changing circumstances.
- Creativity and innovation.
- Valid driver's licence and a satisfactory criminal records check.

## **Hours of Work**

The hours of employment will be between 8:30 am and 4:30 pm with a one-hour break for lunch. However, the nature of this position is such that some overtime with notice will be required and possibly work on weekends or during the evenings. Must have ability to travel, with notice.

All employees will comply with KEB Personnel and Financial Policies.

**Location**

The position is based out of the head office located on Nipissing First Nation.

Salary to commensurate with experience and education.

**Closing Date**

Friday, November 16, 2018 at 4:30 pm.

Please submit resume and three references to:

Kelly Crawford, Director of Education  
Kinoomaadziwin Education Body  
132 Osprey Miikan  
North Bay, Ontario  
P1B 8G5  
Cell: 705-929-9384  
Email: [Kelly.crawford@a-e-s.ca](mailto:Kelly.crawford@a-e-s.ca)

Preference will be given to members of the Participating First Nations or those of First Nation ancestry.