



Wahnapiatae First Nation

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www.wahnapiataefirstnation.com

JOB POSTING

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| JOB TITLE: | Communications Assistant |
| LOCATION: | Wahnapiatae First Nation |
| REPORTS TO: | Communications Officer |
| TERM: | Full-Time, Permanent |
| STARTING SALARY: | \$24.88 per hour |

NATURE AND SCOPE OF POSITION

The Communications and Events Assistant will support Wahnapiatae First Nation's communications efforts as it seeks to engage with its members and government alike within an evolving media landscape. This involves exploring traditional communications channels as well as emerging digital avenues and technologies in order to better connect with target audiences. This position will also provide support for logistics, meetings, and general needs for any event as selected to be facilitated through the Communications Officer.

SPECIFIC RESPONSIBILITIES

- Work with WFN staff to assist in the implementation of communications strategies and projects.
- Develop, coordinate, and distribute materials to assist with community and government engagement campaigns. This includes, but is not limited to:
 - Social media management (monitoring, posting, moderating, and exploration of new social media outlets),
 - Community and government engagement (flyers, letters, etc.),
 - Community newsletter development,
 - Email campaign design and rollout, and
 - Other initiatives as required.
- Monitor and report on the statistical effectiveness of communications efforts

QUALIFICATIONS

- Minimum of a two-year diploma specializing in English, journalism, public relations, communications, or a related field.
- Excellent written and verbal communication skills.
- Excellent computer skills, and strong experience with Microsoft Office tools.
- Strong familiarity with social media, with a strong focus on Facebook Pages.

- Graphic design experience is a considerable asset, including with Publisher, Canva, and other tools.
- Event organization experience is a considerable asset.
- Demonstrated time management skills.
- Ability to manage multiple projects simultaneously and meet deadlines.
- Creative, "out of the box", solutions-oriented thinker.
- Ability to work in a team environment, both in person and virtually.
- Valid driver's license and access to a reliable vehicle.

WORKING CONDITIONS

- This position is at present one that is primarily remote and requires some weekly on-site travel.
- Note that this is expected to become a primarily on-site position over time.

HOW TO APPLY

Please forward your cover letter and resume by email to: recruitment@wahnapietfn.com

Anishinabek and First Nation members are encouraged to apply. We thank all applicants for their interest, however, only those interviewed will be contacted.