

CHIPPEWAS OF NAWASH UNCEDED FIRST NATION

Communications Manager

Department: Administration
Program: Administration
Report To: Senior Administrative Officer
Term of Employment: Full-time Permanent
Hours of Work: 37.5 hours per week
Level: Level 7 \$42.55 - \$52.90

JOB PURPOSE

As a key member of the senior management team, the Communications Manager plays a pivotal role in crafting a Communication Strategy and Plan rooted in principles of good governance, transparency, and community inclusiveness. The primary focus is to enhance internal communications among the Council, Staff, and the Community, however, will also seek to build and foster relationships externally. This role involves developing a strategic plan to address both internal and external communication based on the needs of CNUFN as an organization and community. Additionally, position is responsible for all communication channels not limited to newsletter, website, and social media accounts.

KEY DUTIES AND ACCOUNTABILITIES

Communication Strategy Development and Implementation:

- Develop a comprehensive communication strategy and plan aligning with principles of good governance, transparency, and community inclusiveness
- Strengthen internal communications among Council, Administration, Staff and Community
- Implement best practices to address internal and external communication needs
- Plan, implement, and evaluate communication activities for information sharing
- Develop an action plan and schedule for communication activities
- Consult as necessary to establish effective communication channels/tools
- Respond to inquiries promptly and professionally in-person, by phone and e-mail

Supervision and Management

- Responsible for communications such as newsletter, website and social media accounts
- Chair the Communications Committee and propose Communications budget
- Manage outside vendors to ensure the highest quality products and services
- Supervise and manage direct report
- Manage Communication equipment, tools and inventory

Public Relations and Content Creation:

- Provide public relations guidance to Chief, Council, Senior Management, and Supervisors as needed
- Create and present materials on diverse topics
- Research and write content for campaigns, digital media, website, flyers/newsletters, brochures, and speaking notes
- Assist with events as required

Media Relations and Awareness Building:

- Proactively address sensitive public situations through media releases
- Establish effective media relations tools for public awareness
- Assist with building and maintaining relationships with relevant external communities, companies and organizations

Best Practices:

- Decrease the risk of legal implications by:
 - Reviewing communication materials and obtain legal opinions when required
 - Create and revise communication related policies and or procedures
 - Stay up to date and in compliance with communication related laws and legislation
 - Take and or recommend training for self and or others
- Other duties as assigned as reasonably related to the role

REQUIREMENTS

Education and Experience:

- Post-secondary diploma in Communications, Journalism or directly related field
- Two (2) years' work experience in the field of Communications and or Public Relations
- Experience preparing written correspondence ie. plans, briefing notes, reports, newsletters
- Graphic design and photography experience
- Experience in the administration and maintenance of websites and social media accounts
- Supervisory experience including coaching, mentoring and or training
- Experience and or relevant knowledge of First Nations communities, organizations, culture and or traditions

Knowledge, Skills & Abilities:

- Exceptional interpersonal and written and verbal communication skills
- Highly motivated with the ability to work with minimal supervision and in a collaborative environment
- Skilled with office equipment, computers and various software including Microsoft Office ie. Outlook, Word, Excel, etc.
- Technical skills with web design and maintenance, social media platforms
- Strong knowledge of financial principles
- Advanced project management skills
- Strong knowledge of standard office procedures and practices
- Keen attention to detail
- Effective organizational and time management skills
- Research and analytical skills

Designations, Licences & Requirements:

- Valid Class G Driver's Licence and access to reliable vehicle for work related purposes
- Acceptable recent Criminal Record Check
- Training and Certification in WHMIS, Occupational Health & Safety Awareness, Workplace Violence & Harassment Training, COVID-19 Health & Safety, Health & Safety Overview

PROBLEM SOLVING & COMMUNICATION

- Exceptional verbal and written communication and customer service skills to build and maintain internal and external relationships
- Collaborate with senior administration and Council to identify efficient communication methods, develop accessible platforms, and share information
- Utilize communication strategies to contribute to an inclusive and progressive community vision
- Translate complex material for diverse audiences
- Maintain confidentiality, handling private matters and documents discreetly and tactfully
- Solve problems across various subjects through complex analysis, providing solutions and recommendations with minimal supervision
- Employ conflict resolution skills to manage difficult situations and individuals effectively

DECISION MAKING & IMPACT

- Exercise sound judgment within established policies, ensuring impartiality and fairness to make consistent decisions
- Lead by personal example, to develop and motivate direct report and to assist in making a positive impact on Programs/Departments and organization as a whole
- Work with senior managers and management in planning and developing policies and procedures
- Bring forward recommendations based on best practice, policies, procedures, acts, codes, legislation that provides the least amount of risk to the organization
- Decisions can have impact on employees, expenses, safety, etc. and approved recommendations can affect the performance of the organization and long-term objectives and reputation

SAFETY RESPONSIBILITIES

- Ensure reporting employees are aware of Health and Safety Policy and Procedure Manual and Occupational Health and Safety acts and regulations
- Ensure reporting employees use prescribed protective equipment and/or devices
- Advise reporting employees of potential and actual hazards
- Take every reasonable precaution in the circumstances for the protection of reporting employees

STAFF REPORTS

- One (1) Direct Report
- May be required to show others how to perform tasks and or duties and
- Provides leadership to employees to carry out work that follows standard procedures and operational practices, demonstrating methods, procedures and practices and providing guidance to available methods, practices and or technology to ensure required standards are met

WORKING CONDITIONS

1. Physical Demands – Long periods of sitting, standing, typing and some walking. Lifting of some objects not exceeding 10 pounds

2. Environment – Mainly an office environment and indoor locations with some exposure to outside during travel and events. Minimal exposure to hazardous material (cleaning supplies)
3. Mental Effort – Quick thinking for frequent handling of difficult situations that some may find stressful and or upsetting. Accuracy of reports and meeting deadlines.
4. Position Type/Expected Hours of Work – Regular full-time hours of 37.5 hours per week with availability for evening and weekend work as required

This job description is intended to convey information essential to understanding the scope of position and it is not intended to be an exhaustive list of experience, skills, efforts, duties, responsibilities or working conditions associated with the position.

I hereby acknowledge and agree to comply with the above description necessary to fill the position.

Employee Name

Employee Signature

Date

Supervisor Name

Supervisor Signature

Date