



GICHI OZHIBI'IGE OGAAMIC
ADMINISTRATIVE OFFICE

Employment Opportunity

Position Title: Communications Specialist
Location: Grand Council Treaty #3 Administrative Offices
Closing Date: Open until filled
Salary: Negotiable

Job Overview:

The Grand Council “**Communications Specialist**” is responsible for aiding in the development and implementation of all Grand Council Treaty #3 communications strategies. The Communications Officer primary responsibilities include development of high level communications, communication of issue resolutions alongside senior staff, provide advice and direction as it relates to the communication of the strategic direction of the Anishinaabe Nation in Treaty #3. This position will also manage the communications team and the implementation of the overall Grand Council Treaty #3 communication strategy. This includes working with the Administrative and Political Office of Ogichidaa to meet communications deliverables including the coordination of events, advertising, outreach and developing strategic communications plans. Alongside the Marketing and Communications Officer they will aid in designing enhancements to and development of communications and marketing programs in order to promote Grand Council Treaty #3 and its services.

Responsibilities:

- Establishing strong, proactive networks and linkages with key internal and external relations, stakeholders and partners and ensuring key partners and stakeholders are regularly informed and engaged.
- Manages the communications team staff, supporting them in their roles to help ensure individual and team success.
- Provides authoritative, professional communications advice, support, and services to the Ogichidaa, Executive Director, and senior leadership team.
- Develop communications plans on subject matter as needed and work with Administrative and Political staff members in issue resolution protocols as required.
- The Communications Officer provides the communication tie between the Administrative and Political offices of Grand Council Treaty #3.
- Identifying and anticipating strategic communications opportunities and campaigns through continuous monitoring of media and social media and ongoing activities in the Treaty #3 Territory.
- Assist with the development of communication materials and preparation for Chiefs Assemblies.
- Ensuring the coordination of media requests in an efficient and timely manner including press releases and events
- Oversee the overall branding and communication of Grand Council Treaty #3
- Research and help to develop and implement new marketing programs, including internet marketing, conventions, workshops, advertisements, and other initiatives.
- Research new and collect existing documentation relevant to advancing communications efforts, issues and concerns for GCT#3 and First Nations within Treaty #3.
- Aid in promoting brand initiatives consistent with Anishinaabe Nation in Treaty #3 goals and objectives.

- Aid in the development and/or creation of new logos or letterheads.
- Provide editing and approval services to ensure that all communications are appropriately worded (both in grammar and in content).
- Determine target markets and their various characteristics, aiming to broaden the appeal of Grand Council Treaty #3's brand and values in relation to Treaty relationships and Nationhood.
- Help to ensure all products, services, and other offerings conform to brand identity; conduct ongoing brand management.
- Work with designers, writers, editors and other creative staff to produce marketing collateral in accordance with brand messages.
- Analyze potential new products/media to enhance the marketing/communications work of Grand Council Treaty #3.
- Ensure that all materials are developed and distributed according to an appropriate timeline.
- Maintain and update Grand Council Treaty #3 / Ojibchidaa's online social media, facilitate internal web requests with discretion and approval. (website, facebook & twitter)
- Distribute media-related materials, including news releases, media advisories, job advertisements and communications-related items to First Nations in Treaty #3 and the general public.
- Work with Marketing and Communications coordinator on the publicity for special events, photography and videography plans for events
- Properly archiving images and video.
- Travel as required and other related duties as assigned.
- During an emergency epidemic/pandemic situation, job duties will be reviewed and reassigned accordingly.
- All other related duties assigned by supervisor and Leadership of GCT#3.

Qualification:

- Post-secondary degree or diploma in a related field or equivalent experience.
- 2-3 years of direct work experience in a communications capacity.

Preference will be given to those applicants with:

- An Anishinaabe background. Applicants that have prior knowledge of Anishinaabe Worldview; have a basic understanding of the Ojibwe language and understand the Anishinaabe protocols and customs
- Experience communicating and building relationships with Treaty 3 communities.

Skills/Abilities:

- Strong knowledge and experience in the development of media relations and strategic communications.
- Knowledge of local, regional, national current events and politics.
- Excellent understanding and familiarity with brand building and brand management.
- Awareness and sensitivity to realities of First Nation people and communities an asset.
- Advanced technical skills or ability to enhance, including website content management (updates), photography, videography, advertisement and graphic design and other advanced computer skills.
- Working knowledge of Microsoft Word, PowerPoint, Excel, Internet, Media Monitoring Software, Adobe software programs, and other public relations tools.
- Working knowledge of IT (information technology). Ability to grasp technical concepts.
- Knowledge of printing procedures and requirements preferred.
- Ability to absorb new ideas and concepts quickly and to ensure they are clearly communicated to an audience.
- Proven exceptional written and verbal communication skills.

Employment Condition:

- Must have valid driver's license, in good standing and a reliable vehicle.
- Must have a clear criminal records/vulnerable sector check is required upon hiring.
- Must be able to travel on short notice.
- Travel may be required within Kenora and surrounding areas.
- Busy office setting and repetitive work.
- Manual dexterity required to use desktop computer and peripherals.
- Interacts with public at large.
- Overtime may be required.

Please send cover letter, resume, and contact information for 3 references to the attention of:

Human Resource Manager

Grand Council Treaty #3

P.O Box 1720 Kenora, Ontario P9N 3X7

Fax: 807-548-5041

Email: hr@treaty3.ca

We would like to thank all candidates in advance for their interest in this position, however only those being considered will be contacted. At Grand Council Treaty #3, we value the unique skills and experiences each individual brings and are committed to creating and maintaining an inclusive and accessible environment for everyone. If you require accommodation during the recruitment and selection process, advise Human Resources when applying for the position.