



NOGDAWINDAMIN FAMILY AND COMMUNITY SERVICES

EMPLOYMENT OPPORTUNITY

NOGDAWINDAMIN Family and Community Services, a designated Aboriginal Child Welfare Agency under the Child Youth and Family Services Act serving member First Nations situated between Sault Ste. Marie and Sudbury is seeking to hire a:

FULL-TIME CONTRACT UNTIL MARCH 31, 2021
COMMUNITY RELATIONS MANAGER - LOCATION TO BE DETERMINED
Salary: Will be competitive and commensurate with experience

Job Summary

Reporting to the Executive Director and as a member of the Management Team, the Community Relations Manager is responsible for providing communications and stakeholder engagement leadership to the Agency. The Community Relations Manager will support the work of the Agency in the development and implementation of a comprehensive communication strategy by collaborating, engaging, and working across departments within a cooperative and accountable environment.

The Community Relations Manager is responsible for working closely with the Executive Director to ensure the development and delivery of comprehensive communication and stakeholder engagement strategies by consolidating key agency data and orientation materials to prepare visual and print materials in effective formats for identified target audiences to advance the communications and engagement priorities of the Agency.

The Community Relations Manager will be responsible for developing policies and procedures and providing direct assistance and support to Agency services and personnel; to meet Agency objectives concerning stakeholder engagement, public relations events, sponsorship initiatives and service and event promotion using digital and print content standards. The Community Relations Manager directly undertakes the production and dissemination of media relations notices, newsletters, event promotions, corporate communications, and publication production.

Qualifications

- Diploma in Public Relations, Marketing or Business Administration
- Five (5) years' experience in public relations, graphic design, communications, and professional writing
- Experience working with various office systems and equipment
- Experience working with Aboriginal people, organizations and communities

Other Requirements

- Respect for, sensitivity towards as well as knowledge and understanding of Anishnawbek culture, traditions and the Seven Grandfather Teachings
- Ability to understand and speak Anishnaabemowin is a definite asset
- Must provide a Criminal Records Check deemed satisfactory by the employer
- Must have a Class 'G' Ontario Driver's Licence, access to a vehicle and the ability to travel
- Must have \$1M automobile insurance coverage

Nogdawindamin Family and Community Services has been in operation for over 25 years. We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. Accommodations are available upon request for candidates taking part in the recruitment process. **JOIN A GROWING AND DYNAMIC ORGANIZATION OFFERING REWARDING CAREERS, COMPETITIVE SALARIES, BENEFITS, PENSION AND A GREAT WORK ENVIRONMENT FOR INDIVIDUALS COMMITTED TO MAKING A DIFFERENCE.**

Please submit a job related resume and cover letter along with three work related references by:

Wednesday, March 25, 2020 – 4:00 pm

Hiring Committee

Nogdawindamin Family and Community Services
210B Gran Street, Batchewana First Nation, ON P6A 0C4
FAX (705) 946-3717 Email: hr@nog.ca

Preference will be given to Indigenous applicants. Self-Identification is encouraged.

We thank all applicants for their interest; however only those selected for an interview will be contacted.

A full job description is located on our website at www.nog.ca