



## JOB POSTING: CONTRACT POSITION COMMUNICATIONS OFFICER

**JOB SCOPE:** The Alderville First Nation is seeking a reliable, energetic individual to fill the position of Communications Officer. The successful candidate will work under the direct supervision of the Chief and Council and the First Nation Administrator to enhance the communications to the AFN membership to ensure appropriate awareness and notifications are extended regarding community events, meetings, topics of interest and submission of correspondence with internal, external third party and government agencies.

**Duration:** Full-Time Contract position starting immediately to March 31, 2019, with possibility of extension pending New Relations Funding. Standard office hours to apply; 35 hrs per week; must be willing and available to work evenings and/or weekends as required.

### **Duties & Responsibilities:**

- Prepare monthly community newsletter submissions to community
- Coordination of AFN information booths upon request by external organizations
- Responding to proponents who request confirmation of consultation upon direction by Council
- Office duties include writing and electronic filing of correspondence, addressing telephone inquiries, coordinating emails
- Maintain social media communications and updates and responses
- Schedule guest meetings with Executive Assistant to Council as requested by proponents
- Maintaining filing system, both electronically and manually

### **Minimum Qualifications:**

- At a minimum, the candidate must be an OSSGD Graduate or Grade 12 Equivalent
- Post-Secondary diploma in business administration or related study would be an asset
- Knowledge of Alderville First Nation a definite requirement and knowledge of Treaties, Government structures an asset
- Must have excellent communication skills (both written and oral)
- Proven and demonstrated experience with Microsoft Office applications (Word, Excel, PowerPoint, Publisher, Outlook)
- Must possess excellent organizational skills
- Must be able to work independently with little supervision
- Must have valid Class 'G' driver's license with reliable method of transportation (driver's abstract may be required for using First Nation vehicles)
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered)

**Salary:** To be determined based on qualifications

**Deadline to Apply: Thursday, November 16<sup>th</sup>, 2017 @ 4:00p.m.**

**How to apply:** Applications can be delivered to the reception area of the Alderville First Nation Administration Office. Must include a cover letter, resume, along with three work-related reference and/or letters of reference. Hand delivered, or faxed to: (905) 352-3242 or e-mailed to: [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

Attention: HR Manager, Melissa Levesque

RE: *Communications Officer*

Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

For more information contact Melissa Levesque or Joanne Smoke at (905) 352-2011. We thank all who apply however only those selected for an interview will be contacted. *Chief and Council retain the right to make the final decision on the selection of the successful candidate.*