



Alderville First Nation

JOB POSTING: FULLTIME TERM CONTRACT POSITION Governance & Communications Coordinator

Interested Candidates: Applications **must** include a cover letter, resume and three work-related references and/or letters of reference.

JOB SCOPE: The Alderville First Nation is seeking a dependable, enthusiastic individual to fill the position of **Governance & Communications Coordinator**. The Governance & Communications Officer will implement the Comprehensive Governance Communications Strategy as well as enhance the communications to the Alderville First Nation membership. The incumbent will 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. This position reports directly to the First Nation Administrator (FNA).

Duration: This is a Full-Time Term Contract position starting immediately to March 31, 2020. Standard office hours to apply at 35 hrs per week; **must** be willing and available to work evenings and/or weekends as required.

Duties & Responsibilities:

Key Job Functions:

- Support the effective implementation of the Comprehensive Governance Communications Strategy to inform Alderville membership of the Anishinabek Nation Governance Agreement.
- Develop a work plan to coordinate and administer First Nation citizen engagement activities, including community meetings and door to door visits regarding the contents of the Governance Agreement.
- Ensure ongoing communication updates to Chief and Council and Alderville First Nation members.
- Collaboratively work with Regional Communications Coordinators to support regional engagement sessions with First Nation citizens living in urban centres, and attending colleges and universities.
- Support the development of a First Nation citizen engagement database.
- Assist in addressing First Nation communications issues related to the implementation of the Comprehensive Governance Communications Strategy.
- Provide strategic advice to support the effective implementation of the First Nation communications strategy.
- Support community outreach activities for the Governance Main Table (such as coordinating speaking engagements).
- Support the development and implementation of social media activities.
- Responsible for the effective reporting on the implementation of the Comprehensive Governance Communications Strategy.

Related and other duties:

- Prepares monthly community newsletter submissions to the community
- Coordinates Alderville First Nation information booths upon request by external organizations
- Responds to proponents who request confirmation of consultation upon direction by Council
- Maintains social media communications, updates and responses
- Schedules guest meetings with Executive Assistant to Council as requested by proponents
- Writing and electronic filing of correspondence, addressing telephone inquiries, coordinating emails
- Maintains filing system, both electronically and manually

Minimum Qualifications:

- OSSGD Graduate or Grade 12 Equivalent;
- Post-Secondary diploma in a related field of study (eg. business administration, communications, etc.) an asset;
- Excellent knowledge of AFN's history and current issues;
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics;
- Understanding, sensitivity and respect of Anishinaabe spirituality, healing and traditional ways;
- Knowledge of legislation governing First Nations;
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics;
- Must have valid Class 'G' driver's license with reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

Preferred Experience:

- Excellent verbal and written communication skills;
- Initiative and ability to work independently to meet deadlines;
- Ability to analyze problems, recommend and implement solutions;
- Good interpersonal skills to deal with First Nation residents;
- Proficient in Microsoft Office Suite, other computer applications and technology.

Salary: Alderville First Nation Salary Grid will apply – targeted start rate TBD.

Deadline to Apply: **Open until filled** - first screening Tuesday, May 7th, 2019 at 4:30 pm; Next screening if required, May 21st, 2019.

How to apply: *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Persons of Aboriginal ancestry are encouraged to apply and should identify themselves in their cover letter.

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mailed to: mlevesque@alderville.ca

Deliver in person or Mail to: Alderville First Nation
11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque **Re:** *Governance & Communications Coordinator*

For full job description, contact Melissa Levesque at (289) 435-2008. 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.