

# AFN Full-time Permanent Employment Opportunity



## Full-time @ 35 hours/week

### Normal Hours of Work

Monday - Thursday:

8:15am to 4:30pm

&

Friday:

8:15am to 1:15pm

**\*flexing of hours expected\***

## Salary:

\*\$24.13 - \$26.16 per hour\*

\*While Alderville First Nation Salary Grid will apply - start rate will be commensurate with experience.

## Benefits:

- Paid Vacation!
- Paid time off over Holiday Shutdown!
- 14 Statutory Holidays!
- Paid Sick Leave!
- Group Health & Dental Benefits including Long-term Disability (LTD) and Employee Family Assistance Program (EFAP)!
- Pension Plan with Employer Match!

## Communications & AV Coordinator

### POSITION SUMMARY:

The **Communications & Audio Visual (AV) Coordinator** serves both to inform and enhance communication to the AFN membership, both on and off reserve, ensuring appropriate awareness and notifications are extended regarding community events, activities, and meetings; topics of interest and submission of correspondence with internal, external third party and government agencies.

### Communications Responsibilities:

- Assists with any communications and engagement needs of the Chief & Council, and the First Nation Manager.
- Coordinates an internal and external communication flow of AFN Community Information including:
  - Creates and distributes material/notifications for internal events, Community events, information and/or education campaigns and Community outreach.
  - Prepares and distributes a monthly Community newsletter to the AFN Membership.
  - Maintains the CommuniKit App and various Social Media sites to provide communication material, updates, and responses.
  - Updates and maintains the AFN website.
- Covers and documents Community Events as assigned, through attendance and note taking, photography, videography, etc.
- Coordinates Alderville First Nation information booths upon request by external organizations.
- Assists in scheduling guest meetings with Executive Assistant to Council as requested by proponents.
- Assists with live and recorded community meetings.
- Assists with maintaining the Alderville Website and Digital Community Information Screens.
- Assists with providing technical support for Chief and Council.
- Maintains confidentiality on all matters relating to the affairs of Alderville First Nation.

### Audio Visual Responsibilities:

- Operates all the audio & visual production equipment during meetings as directed (e.g., Community, Chief & Council, Staff).
- Ensures the proper functioning of wireless microphones, musical instruments, cameras, lighting, touchscreens, other AV devices along with audio, streaming services, and other applicable software.
- Tests the correct functioning of any slideshows and/or videos.
- Troubleshoots and problem solves equipment and software issues.
- Ensures AV interfaces and systems are standardized across locations for the purposes of ensuring consistency of use for employees when working from different locations.

### Related & Other Duties:

- Creates and writes correspondence as assigned that may include presentation development, brochures, flyers, information videos, webcasting, and storytelling.
- Recommends ways to improve the public's perception of the organization.
- Addresses telephone inquiries, coordinates mass emails.
- Maintains filing system, both electronic and manual.

## Communications & AV Coordinator continued...



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### Minimum Qualifications:

- OSSGD Graduate or Grade 12 Equivalent.
- Post-Secondary education in communications, public relations or journalism *preferred* and/or willingness to be trained.
- Audio Visual technical program experience/certification or related experience.

#### Specialization required:

- Knowledge of Alderville First Nation a definite requirement.
- Valid driver's license and \$1M liability insurance
- CPIC acceptable to position upon conditional offer.
- Knowledge and understanding of Native culture, traditions, teachings, community dynamics.
- Knowledge of legislation governing First Nations.
- 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.

#### Considered an asset:

- Knowledge of Treaties, Government structures an asset.
- Photography and/or videography skills.

### Preferred Experience:

- Must have excellent communication skills (both written and verbal).
- Experience and knowledge in copywriting, proofreading and editing.
- Proven and demonstrated experience with Microsoft Office applications (Word, Excel, PowerPoint, Publisher, Outlook).
- Proven Social Media savvy.
- Experience in web design and content production.
- Photo and video-editing software skills.
- Must possess excellent organizational and time management skills.
- Must be able to work independently with little supervision.
- Work experience with a First Nation or Indigenous Organization.

**\*\* For full job description, contact Human Resources\*\***

**Deadline to Apply: *Tuesday, April 23rd, 2024.***

### How to Apply:

Applications **must** include a cover letter, current resume **and** three work-related references that include name, phone #, email address of former Supervisors *and/or* letters of reference.

**How to Contact:** Human Resources Recruitment

Phone: 905-352-2011 ext. 217

Email: [humanresources@alderville.ca](mailto:humanresources@alderville.ca)

### Note:

Consideration will be given to documented past employment performance, attendance and reliability history for applicants previously employed by AFN. Applicants must meet the minimum qualifications outlined to be considered for an interview. Only those applicants selected for an interview will be contacted.

The AFN is committed to employment equity. All qualified candidates are encouraged to apply, however, qualified candidates who self-identify as members of Alderville First Nation or as "Aboriginal" as defined in the AFN Recruitment Policy, will be given preferential consideration for any position.

*Chief & Council retain the right to make the final decision on the selection of the successful candidate.*