



Kinnoomaadziwin Education Body

COMMUNICATIONS OFFICER

Full-time Permanent Job Posting

SUMMARY

The Communications Officer will report to the Communications and Operations Manager of the Kinnoomaadziwin Education Body (KEB) and will be responsible for assisting with strategic and responsive communications for the Anishinabek Education System (AES) and the KEB.

DUTIES AND RESPONSIBILITIES

- Assist in the annual development of a communication plan that supports the strategic direction of the KEB.
- Assist in the development and implementation of an organizational communications policy that guides and supports KEB employees in their daily roles.
- Proactively seek opportunities to highlight the work of the AES and to profile the efforts and successes of the Participating First Nations in education.
- Identify potential opportunities for effective community engagement and public interaction.
- Develop instructional resources that enable KEB employees to independently adopt and adhere to standard communication procedures and administrative processes.
- Develop and maintain a standardized branding of the KEB and the AES that promotes the public image of the organization and the system.
- Develop effective working relationships with communication staff among the KEB's various stakeholders.
- Assist in the planning and preparation of KEB events and meetings, as required. This may include:
 - securing and managing venues;
 - developing event communications;
 - preparing event materials and resources; and
 - organizing, supporting, and monitoring virtual platforms (MS Teams, Zoom).
- Assist in the development of key KEB publications, including but not limited to various reports, manuals, magazines, etc. This includes writing content, formatting, designing layouts, editing and printing.
- Establish and maintain a regular schedule for social media posts via Facebook and Twitter.
- Regularly review and update the KEB/AES website:
 - upload new and revised content as appropriate
 - ensure the timely and accurate management of content
 - identify and implement changes to website structure, as needed
 - identify opportunities for maximized user experience
- Other duties as required,

EDUCATION & EXPERIENCE

- 3+ years of experience and a post-secondary degree in a communication field.
- Ability to develop and maintain effective working relationships with Board members, First Nations school representatives, education partners, staff, public and the media.
- Proven abilities in strategic communications, and media relations.
- Familiarity with Anishinabek First Nations and understanding of First Nations education.
- Exceptional written and verbal communications skills, proven knowledge of media-style writing.
- Excellent organizational and project management skills.
- Proven computer literacy (Microsoft Office Suite, Adobe, Creative Suite, etc.).
- Strong interpersonal skills.
- Dependability, reliability, and ability to travel.
- Flexibility and adaptability to changing circumstances and busy work environments.
- Creativity and innovation.

HOURS OF WORK

The hours of employment will be between 8:30 am and 4:30 pm, with a one-hour break for lunch. However, the nature of this position is such that some overtime will be required (such as, on weekends and/or during the evenings).

Preference will be given to:

- members of the Participating First Nations or those of Indigenous ancestry,
- candidates who can speak Anishinaabemowin or Lunaape or have a willingness to learn.

The successful candidate will require a valid driver's licence and will be required to submit satisfactory criminal records check and comply with KEB personnel, financial, and other policies.

LOCATION

The KEB head office is located North Bay, Ontario, on Nipissing First Nation territory. The possibility for remote or flexible work location arrangements will be considered, dependent on the successful applicant and pursuant to KEB policies.

SALARY

\$55,118 to \$82,677

CLOSING DATE

Applications for this position will be accepted until **4:30 p.m. on Friday May 3, 2024**. Interviews will take place the week of **May 6 to 10, 2024**. Only applicants selected for an interview will be contacted.

APPLICATIONS

Please submit your resume, cover letter, and three work related references to:

Colleen Sheriff
Human Resources Officer
Kinoomaadziwin Education Body
Suite 100-132 Osprey Miikan North Bay, ON P1B 8G5
kebhr@a-e-s.ca
807-889-1260