



## **Kinnoomaadziwin Education Body Communications Manager Job Description**

### **Summary:**

The Communications Manager will report to the Director of Education of the Kinnoomaadziwin Education Body (KEB) and will be responsible for internal and external communications within the Anishinabek Education System.

### **Duties and Responsibilities**

- Implementing internal and external communications plans.
- Maintaining a comprehensive communications policy.
- Manages communications team and oversees the development, preparation, and editing of communications products for the AES and KEB.
- Manages, as required, the development, preparation and editing of speeches, presentations, news releases, speaking notes, newsletters, promotional media, social media, briefing notes, web site content, meeting kits and other communications products.
- Organization of events (for example - in person, virtual or hybrid) sponsored by KEB and the Regional Education Councils.
- Proactively seeks opportunities to highlight the education portfolios of the PFNs
- Supports the management team with coordinating and amending all KEB policies and procedures, including version control, tracking review and updating documents.
- Support the management team with the strategic plan reporting.

### **Qualifications and Experience**

- Post-Secondary degree in media and communications, digital communications, public relations, or similar degree.
- 5 years' experience in communications.
- Minimum 2 years supervisory experience.
- Ability to develop and maintain effective working relationships with Board members, First Nations school representatives, education partners, staff, public and the media.
- A minimum of 3 to 5 years of experience working with First Nations and an understanding of Indigenous education issues.
- Strong leadership skills including to direct, motivate and evaluate communications staff.
- Consistent delivery of error free, multi-channel communications
- Excellent written, verbal communications, and organizational skills
- Proficiency with Microsoft Office Suite, Adobe Creative Suite, Canva and proven computer literacy related to file management and Content Management Systems
- Fluency in social media platforms (Facebook, Twitter, LinkedIn, YouTube)
- 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**

\$78,272.00 to \$117,408.00

## **CLOSING DATE**

Applications for this position will be accepted until **4:30 p.m. on Friday May 10, 2024**. Interviews will take place the week of **May 13 to 17, 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](mailto:kebhr@a-e-s.ca)