



Kinooomaadziwin Education Body COMMUNICATIONS OFFICER Full-time Permanent Employment Opportunity

The Kinooomaadziwin Education Body (KEB) is the central administrative structure for the Anishinabek Education System and supports the implementation of the education agreements with Canada and Ontario. The KEB takes direction from the Participating First Nations to support educational priorities and manage education relationships with all partners of the Anishinabek Education System. With collaborative team members throughout Ontario, the KEB is a vibrant and maturing organization that has a unique mandate founded on Anishinabek values and the pursuit of student success and bimaadziwin.

SUMMARY

The Communications Officer reports to the Communications Manager of the Kinooomaadziwin 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.
- Proactively seek opportunities to highlight the work of the AES and to profile the efforts and successes of the Participating First Nations in education.
- Establish positive and effective working relationships with key employees within the Participating First Nations, to maximize the delivery and sharing of information.
- Identify potential opportunities for effective community engagement and public interaction.
- Attend public meetings in a communications capacity and make public presentations, as required.
- Provide KEB employees with general assistance related to the use of programs, applications and technology equipment utilized by the KEB.
- 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.
- Maintain an appropriate inventory of promotional products for use and distribution at KEB events.
- 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,).
- Support the Communications Manager to develop, edit and finalize communication materials and publications.
- 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 Instagram.
- 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.

QUALIFICATIONS & 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.

LOCATION & HOURS OF WORK

This is a flexible position that will function on a rotating schedule of days at a home office location and days at the KEB head office on Nipissing First Nation at Suite 100-132 Osprey Miikan North Bay, ON P1B 8G5. The standard working hours are from 8:30 am and 4:30 pm, with a one-hour break for lunch. Travel and overtime will be required (such as, on weekends and/or during the evenings).

SALARY

The starting salary for this position is \$58,134.00 to \$72,668.00, with potential adjustments based on qualifications, experience, and competencies. We offer a competitive benefit package (health, dental, vision), pension plan (Ontario Teachers' Pension Plan or Group Pension Plan) and a supportive work environment dedicated to professional growth.

CLOSING DATE

Applications for this position will be accepted until **4:30 p.m. on Tuesday September 9, 2025**. Interviews will take place the week of **September 15-19, 2025**. Only applicants selected for an interview will be contacted.

OTHER DETAILS

A detailed job description is available upon request. We encourage applications from members of the Participating First Nations or individuals of Indigenous ancestry. Proficiency in Anishinaabemowin or Lunaapeew is an asset, though a willingness to learn is equally valued.

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.

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

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