



Kinnoomaadziwin Education Body COMMUNICATIONS MANAGER Full-Time Permanent Job Posting

Summary:

The Communications Manager, reporting to the Director of Education at the Kinnoomaadziwin Education Body (KEB), plays a key leadership role in shaping and delivering both internal and external communications across the Anishinabek Education System (AES). This position is responsible for overseeing a broad range of communications activities, including managing communications strategies and policies, leading the communications team, and coordinating the creation and distribution of various communications materials such as presentations, newsletters, and social media content. The Communications Manager also organizes events, supports the management of KEB policies and procedures, and proactively identifies opportunities to highlight education initiatives. This role is crucial in ensuring consistent, effective, and culturally relevant messaging that advances the strategic goals of the AES.

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 internal and external 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

LOCATION & HOURS OF WORK

This flexible position requires three days per week in the office at Suite 100-132 Osprey Miikan, North Bay, and two days per week working remotely. Standard hours are 8:30 a.m. to 4:30 p.m. Regular travel is required, including visits to Participating First Nation communities and attendance at KEB meetings and events.

SALARY & BENEFITS

The salary for this position is **\$99,466.32 to \$105,523.82**, with potential adjustments based on your 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 your professional growth.

CLOSING DATE

We are accepting applications until 4:30 p.m. on **Tuesday, September 8, 2026**. Interviews are scheduled the week of **September 14, 2026**. Please note that only those selected for an interview will be contacted.

HOW TO APPLY

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.

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