

# Nishnawbe Aski Nation

## **JOB DESCRIPTION**

### **Community Communications Advisor**

#### **SUMMARY:**

As a political treaty organization, Nishnsawbe Aski Nation (NAN) requires a highly skilled and self-motivated professional who works closely with Education Managers and Staff in a dynamic but demanding and fast-paced political office environment. Reporting to the Education Director, the Community Communications Advisor shall be responsible for developing on-going news updates and information material with respect to Education. The Community Communications Advisor will provide support to the Education Department, and NAN Executive as required. The Community Communications Advisor will manage the education website, develop news updates, communication packages and material, and will assist with the coordination of NAN-wide workshops and community engagement activities. The Community Communications Advisor will support Education Managers and work closely with the Education Jurisdiction Negotiation Team.

#### **DUTIES & RESPONSIBILITIES:**

- To coordinate and develop on-going media material with respect to the Education Department.
- To coordinate and develop on-going website material with respect to the Education Department in coordination with Education Managers and the Education Jurisdiction Negotiation Team.
- To review and monitor all research material and gather appropriate materials to develop a variety of communication and information materials for use in community consultation processes.
- To support management in the implementation of education related resolutions as mandated by the Chiefs of Nishnawbe Aski Nation.
- To provide progress reports, annual reports, briefing notes and scheduled updates to the Education Director as required.
- To collect existing documentation from within NAN territory that might be relevant to Education.



- To establish and maintain regular contact with Tribal Councils, Independent First Nations, Aboriginal organizations, and appropriate Indigenous Services Canada personnel at the request of the Education Director.
- To provide technical support in meeting the needs of the NAN Education Committee, First Nations, Tribal Councils and Education Authorities as required.
- To attend education related NAN-wide workshops, conferences, meetings, and other activities, as required.
- To develop, support and promote organizational goals, including message development, social media content creation and media outreach for the Education Department.
- To develop and disseminate public relations materials that increase our visibility among stakeholders.
- To build and maintain relationships with journalists, bloggers, and customer audiences that will help advance the work of the Education Department.
- To identify target audiences and create strategies to effectively engage them.
- To ensure digital marketing content aligns with the NAN Brand identity and messaging, and to assist with marketing campaigns as needed.
- To perform other related duties as may be assigned.

#### **COMPETENCIES AND QUALIFICATIONS**

This position demands an experienced person with high level facilitation, writing, advocacy, communication and independent analysis skills together with extensive knowledge of NAN education issues. The academic and proficiencies expectations are as follows:

- 5+ years related education work experience
- Bachelor's Degree in a relevant field or equivalent experience in a training or education-related position
- Website build design and implementation knowledge and experience
- Knowledge and skill in social media.
- Above average written and verbal communication skills
- Knowledge of First Nation education issues, challenges and delivery models
- Ability to work effectively with others
- Demonstrated presentation skills
- Proven effectiveness in project management
- Ability to work in a close team environment
- Excellent critical thinking skills and the ability to exercise good judgment and solve problems quickly and effectively
- Ability to work independently and take initiative to meet goals and objectives
- Strong communication skills with proficiency in written communications and the development and delivery of oral presentations
- Willing to travel as required
- Ability to speak Ojibwe, Oji-Cree or Cree is an asset.



#### ACCOUNTABILITY

- 1. The Education Community Communications Advisor is under the day-to-day supervision of the Director of Education. The Education Community Communications Advisor is an integral member of the Nishnawbe Aski Nation team and is expected to effectively represent NAN in education matters with First Nations, Tribal Councils, First Nation education organizations and the Federal and Provincial governments as required.
- 2. The Education Community Communications Advisor will be accountable to the NAN Chief Administrative Officer for overall work performance.

Nature of Employment:	Full - time
Location of Work:	Thunder Bay
Last Revised:	March 2020

