

## JOB DESCRIPTION

### Communications Coordinator

#### SUMMARY:

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The NAN Communications Coordinator will assist the Director of Communications by researching and developing key strategic items and issues to individual departments and the NAN Executive Team. The primary responsibilities of the Communications Coordinator is to assist with the preparation of information provided to NAN First Nations including printing and digital material, Chiefs' Kits and major conference packages, NAN Annual Report and the editing and formatting of Resolutions. The Communications Coordinator will also assist in the preparation of news releases, submissions, briefing notes, website and social media content, updates and position papers for the Executive on selected areas of interest.

#### DUTIES & RESPONSIBILITIES:

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- Coordinate daily Media Clippings and weekly Monday Memo.
  - Edit and coordinate Chiefs Kits and major conference packages.
  - Edit, format, and coordinate Chiefs Kits and Annual Report.
  - Edit and format Resolutions.
  - Edit, format and draft memos, briefing notes, submissions, backgrounders, and other materials.
  - Assist with NAN E-commerce (NAN web store).
  - Coordinate and assist with special events and NAN events.
  - Occasional administrative duties such as invoices, cheque requisitions, travel booking etc.
  - Travel to provide communications support is required.
  - Other duties as required.
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#### ACCOUNTABILITY:

The Communications Coordinator is responsible for performing all duties outlined within the job description under the supervision of the Director of Communications with overall accountability to the Chief Administrative Officer.

#### COMPETENCIES AND QUALIFICATIONS:

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#### Candidate must possess the following skills and attributes:

##### Education/Experience:

The position demands a high degree of organization, multi-tasking and priority setting skills in a

fast-paced political atmosphere.

- Post-secondary degree in Journalism, Political Science, Corporate Communications (or similar).
- High level written, analytical, and presentation skills.
- Ability to work, and to maintain positive working relations, with First Nation communities and organizations, including various government agencies and non-governmental organizations.
- Ability to provide thorough, well composed reports on specific issues within short time limits.
- Knowledge of media relations and corporate communications.
- Exceptional interpersonal communication skills and ability to work as a team player to effectively interact with elected officials, staff, media, service providers, government agencies and officials.
- Strong organization and time-management skills and ability to prioritize multiple tasks to meet strict deadlines.
- Knowledge of Nishnawbe Aski Nation and Indigenous language, culture and, traditions an asset.
- Awareness and sensitivity to realities of First Nation people and communities.
- Ability to speak one of NAN's languages (Ojibway, Cree, or Oji-Cree) an asset.
- Must be willing and able to travel as required, often with short notice.

**PORTFOLIO:** Communications

**CREATED /LAST UPDATED:** November 2023

