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**JOB DESCRIPTION****Communications and Policy Specialist****Health Policy & Advocacy****SUMMARY:**

The Communications and Policy Specialist works within the Department of Communications, under the immediate supervision of the Communications Director. The Communications and Policy Specialist is responsible for supporting the priorities and initiatives of the Health Policy & Advocacy department through communications and engagement activities, as mandated by resolution to the NAN Executive Council by the NAN Chiefs in Assembly.

The Communications and Policy Specialist will implement the ongoing Health Policy and Advocacy communications strategy, liaising with the Communications department and the Grand Chief's Office, as the portfolio holder.

**DUTIES:**

- Develops strong interdepartmental working relationships to foster positive internal communications related to the work of the Health Policy and Advocacy department.
- Makes recommendations and provides options and advice on possible communications and outreach impacts within Nishnawbe Aski Nation on topics of Health Transformation and immediate health priorities.
- Continually assesses the effectiveness of the department's communications strategy, providing constructive feedback and outlining necessary improvements.
- Develops written, digital, and video content as required.
- Monitors communications of partner organizations and other political territorial organizations and provides related analysis and options for departmental or organizational actions.
- Participates in the development of future communication strategies with the department of Health Policy and Advocacy team.
- Performs outreach initiatives with First Nation communities, partner organizations, and other stakeholders as assigned.
- Attends meetings and events and drafts related social media posts.
- Drafts media releases as necessary.
- Perform other related duties as assigned.

**ACCOUNTABILITY:**

The Communications and Policy Specialist is under the direction and supervision of the Director of Communications. The Communications and Policy Specialist is expected to effectively represent NAN in a professional manner with First Nations, Tribal Councils, regional and national First Nation organizations and the federal and provincial governments.

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## COMPETENCIES AND QUALIFICATIONS:

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### The successful candidate must possess the following education, experience, and skills:

The position demands a high degree of organization, multi-tasking and priority setting skills, demonstrated in a fast-paced political atmosphere.

#### Education

- Post-secondary education in the field of communications/multi-media, and/or health and social sciences.

#### Experience and Skills

- A minimum of 2-3 years' practical experience in communications, with experience working with First Nations organizations and communities being considered an asset.
- Extensive knowledge of the broad spectrum of First Nations' issues, priorities, and systems.
- High level written and presentation skills.
- Strong practical understanding communications best practices with First Nation communities in the NAN territory.
- Strong computer skills with expertise in Microsoft Word, Excel, and Power Point.
- Demonstrated ability to work effectively with First Nation communities.
- Knowledge of First Nations' cultural landscape across the NAN territory and ability to gear communications appropriately.
- Fluency in Cree, Ojibway or OjiCree is considered an asset.
- Demonstrated drive to express initiative and an ability to function both independently and as part of a team.
- Willing and able to travel as required.

**LOCATION OF WORK:** Thunder Bay or Timmins

**PORTFOLIO:** Communications

**CREATED /LAST UPDATED:** November 7, 2023