

## **JOB DESCRIPTION**

### **Communications Manager (12-Month)**

Communications Department

#### Summary of Duties

The Communications Manager is responsible for the overall daily management of the work of the Communications Department. This includes planning, developing, coordinating, and implementing the department's work to support, promote and advance the interests of NAN and NAN First Nations. The Communications Manager works closely with the department Director and staff and maintains an effective working relationship with Senior Managers, NAN First Nations and Tribal Councils, including relevant external organizations and agencies as required.

- Oversees the development of strategies to increase awareness of issues facing NAN First Nations. Responds to communication requests and issues as they arise. Supervises department staff and vendors.
- Assists NAN departments in the development and implementation of communication deliverables, strategies, activities and events. Oversees internal and external communications work of the department.
- Direct responsibilities include leading and/or overseeing the development and production of all communications deliverables (press releases, media statements, speaking notes, social media posts, graphics, reports and other documents) social media management, review and development of print and digital advertisements, brand management, NAN website management, auditing of NAN web platforms, and event coordination as required.
- Assists with strategic visioning, planning, implementing, and evaluating of department goals and objectives to support the organization's strategic vision and key initiatives.
- Provides advice, guidance, advocacy, and assistance to First Nations as requested to assist the community develop, implement, promote, and support communications goals.
- Assists with negotiation and management of professional service contracts as directed.
- Monitor political issues related to the work of NAN and assist with the development of responses and strategies to support NAN First Nations and the Executive Council.
- Effectively represent the best interest of NAN First Nations. Maintain a positive media presence for the organization. Adhere to NAN policies, procedures, and protocols.
- Work with other NAN departments for interdepartmental collaboration.
- Participate in meetings at a local, regional and/or national level as requested.
- Collect and store department data in an efficient, organized, and confidential manner and input documentation as required through scanning for record keeping in SharePoint.
- Support all NAN activities as required. Attend organizational meetings as requested.
- Complete all mandatory training assigned.
- Other duties as required.

#### Management Duties

Supervise program staff and manage in accordance with approved policies and procedures including identifying performance measures, training needs, coaching and mentoring staff to improve performance. Management is expected to be on call to provide guidance, support, and decision-making as needed, even outside of regular working hours, to ensure operational continuity and address any urgent matters that may arise.

- Oversee day-to-day operations, including workflow management, resource allocation, and task assignment to ensure optimal productivity and efficiency.
- Oversee development of media statements and responses, media campaigns, graphics, social media posts, print and digital promotion/advertisements.
- Coordination of website content and upkeep.
- Keep current with trends in media, social media, and branding.
- Editing, and proofing of any assets created with NAN logo/brand.
- Assist the Director to set clear performance goals and expectations for staff, regularly monitoring performance, and providing feedback, coaching, and support as needed.
- Identify training needs and opportunities for skill development within the team, providing training sessions, workshops, and resources to enhance individual and team performance.
- Identify and assist the Director to address issues and challenges that arise within the department in a timely manner, working collaboratively to develop solutions and implement corrective actions as necessary.
- Facilitate open and effective communication within the department, ensuring that team members are informed of relevant updates, changes, and expectations.

#### Other

- Must have ability to run errands and attend meetings at various locations during working hours.
- This position may require frequent travel at times by car (personal and or rental) or aircraft. The duration of travel may vary from day trips to multi-day overnight travel.

#### Cross Training:

- This position must be able to do the following duties when required:
  - Support the CAO, Executive Council, and other NAN leaders at media events, meetings, and other events as required.
  - Create agendas and transcribe minutes.
  - Photocopying, organizing, and preparing materials for meetings.
  - Arrange/approve travel for department staff.
  - Complete and/or approve requests through the HRIS including travel requests, purchase orders, cheque requisitions, and leave requests.

#### Competencies And Qualifications:

*Candidate must possess the following skills and attributes:*

#### **Education:**

Post-secondary degree in public or media relations, corporate communications, journalism, marketing or related field or equivalent work experience.

Continuing education may be required to remain current in the field or to maintain professional credentials.

#### **Credentials:**

Not Applicable

## **Experience:**

- 3-6 years of management experience and department related work experience is preferred.

## **Knowledge & Skills:**

The Communications Manager requires knowledge of business, community, economic and resource development as well as good knowledge of methods, techniques or procedures that are professional standards of practice in the field of work including:

- Knowledge of media relations and corporate communications
- Advanced technical skills or ability to enhance, including website content management (updates), social media channels (Facebook, Twitter, Instagram & LinkedIn), photography, advertisement and graphic design, Adobe Creative Suite, and other advanced computer skills.
- Strong analytical and organization skills with ability to work on a wide range of issues simultaneously.
- Excellent oral and written communication skills complimented by effective presentation and facilitation skills.
- Excellent interpersonal skills with an ability to establish and maintain effective working relationships.
- Strong skills in proposal development, negotiations, policy review and development.
- Composition of detailed letters, policies, or directives where tone and style are important and includes complicated ideas where clarity and precision of language is critical.
- Experience working with First Nations combined with strong knowledge and appreciation for First Nations culture, traditional practices, and protocols.
- Strong computer skills with expertise in Microsoft Word, Excel, and Power Point.
- Must be able to respect confidentiality and make sound decisions.
- Must be able to undertake and lead assigned projects and duties effectively to completion.
- Thorough knowledge and understanding of indigenous culture and traditions within the NAN territory and communities.
- Fluency in NAN dialect (Cree, Anishininimowin or Ojibway) an asset.

## **Effort:**

- Light physical effort on a frequent basis with some heavy lifting (up to 40lbs) or moving of materials from time to time.
- Primarily desk work with prolonged sitting.
- Work requires a moderate level of dexterity requiring minimum keyboarding skills.

## **Working Conditions:**

- Mainly working in an office setting with short periods working in a warehouse setting.
- Working within communities, away from home on a frequent basis.
- Travelling in both commercial and smaller aircraft.
- Highway driving may also be required.
- Working with the public
- Working in various meeting locations as required.

# NAN CORPORATE SERVICES

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## Financial Authority

This position has the authority to approve up to \$15,000.00.

## Accountability

This position is under the day-to-day supervision of the department Director with further accountability to the Chief Administrative Officer for overall performance.