



BROKENHEAD
Ojibway Nation
BAASKAANDIBEWIZIIBING

EMPLOYMENT OPPORTUNITY

Department/Unit: Administration	Position: Communications Coordinator	Employment Type: Full-Time	Salary: \$80K - \$100K
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JOB SUMMARY

Brokenhead Ojibway Nation is seeking a highly motivated individual to fill the full-time position of Communications Coordinator. Working under the direction of the Chief Administrative Officer (CAO), the Communications Coordinator will oversee general communications for BON for both internal and external purposes, though most of the work is meant to engage BON Members. Duties include preparing announcements to community and media reports. The Communications Coordinator plays a crucial role in supporting the day-to-day operations within Communications. They are responsible for providing various administrative tasks, ensuring smooth functioning of communication initiatives and projects within the organization.

PRIMARY DUTIES AND RESPONSIBILITIES

- Exceptional cultural sensitivity in working with First Nations Peoples and governments
- Building and maintaining effective working relationships with internal stakeholders and teams to ensure any content writing requests are fulfilled without errors or misinformation
- Promoting and protecting the Nation's reputation and monitoring online discussions relating to the organization in media spaces while being able to respond to audiences on time
- Monitoring and analyzing any benchmarks or metrics regarding BON Member concerns and being able to make recommendations for improvement
- Developing an overall communications strategy which may include events, social media, website content, press conferences, or emails
- Develop marketing communication strategies to increase BON member awareness and engagement for all BON Departments, projects, workshops, community gatherings and events
- Support content creation and editing for various BON communication channels, including newsletters, social media, and website
- Prepare and assist in the preparation of audiovisual material for BON (e.g. PowerPoint, slideshows or video)
- Document community gatherings via photographs and video
- Support in the facilitation of consultations, committee meetings and information meetings when required
- Write and edit various communications documents for BON
- Assist in the implementation and evaluation of communication strategies for programs designed to inform community members, other governments and the public about BON
- Gather, research, and edit communications material for internal and external audiences
- Research, compile and make recommendations on events that may be of interest to BON members

- Maintain an executive level of confidentiality adhering to all policies, procedures and Best Practices when interacting with incoming communications or confidential information
- Apply a high level of tact and initiative in all aspects of required duties
- Assist with various special projects as requested

QUALIFICATIONS AND SKILLS REQUIRED:

- Politically and culturally sensitive and has an awareness of BON values, culture, and traditions
- Experience in Marketing, Administration, Communications or Customer Service
- Post-Secondary education in the areas of Marketing, Communications, Public Relations, Media Relations, Graphic Design, or a related field
- Computer skills in Microsoft Office Suite, Adobe Indesign, Illustrator and Photoshop are an asset
- Website maintenance experience is considered an asset
- Understanding and knowledge of stakeholder and rightsholder concerns
- Ability to work independently and represent the Brokenhead Ojibway Nation with integrity and enthusiasm
- Excellent interpersonal and organizational skills
- Willingness to travel, as requested
- Experience using social media and other online platforms in a work setting
- Experience of working or volunteering within BON an asset
- Able to apply personal and professional boundaries and ensure safe working environments through appropriate risk management
- Flexibility to adapt to changing work conditions
- Ability to take and give constructive feedback and work as part of the BON team
- Strong analytical and problem-solving skills
- Strong attention to detail and ability to work with a high level of accuracy, including English proficiency
- Knowledge of Anishinaabemowin is an asset
- Proficiency in oral and written communication skills, which includes the confidence to present material to a large audience
- Highly organized, and can manage time well
- Excellent problem-solving and data analysis skills

Brokenhead Ojibway Nation offers a competitive compensation package. Preference will be given to Indigenous people and applicants are encouraged to self-declare.

Application Deadline: March 12, 2025 by 4:30 pm

Submit resume, cover letter and three (3) references, including recent or current employer to:

Human Resource Department
Brokenhead Ojibway Nation
Box 180
Scanterbury, Manitoba R0E 1W0

Fax to: (204) 766-2021

Email:
hr@brokenheadojibwaynation.com

We thank all who apply and advise only those selected for further consideration will be contacted.