

# SERPENT RIVER FIRST NATION

195 Village Road  
Cutler ON POP 1B0



Telephone: (705) 844-2418  
Facsimile: (705) 844-2757

## Serpent River First Nation COMMUNICATIONS COORDINATOR Term Contract for 12 Months

### SUMMARY OF POSITION

The Communications Coordinator will provide proactive and effective communications and website management to the Serpent River First Nation administration located on the North Shore of Lake Huron. The communications coordinator will draft website updates, news releases, member bulletins, brochures, and other written materials. He/she will and assist in the marketing and promotion of the organization's brand identity and public image as describe in the Vision and Mission Value Statements. He/she will be responsible for the development, implementation process and maintenance of all aspects of the SRFN's Communication Strategy that reflects the strategic directions, priorities, policies and programs.

### QUALIFICATIONS

The Communications Coordinator shall possess a Secondary School Diploma. Preference will be given to Post-Secondary Education in Media Relations, Communications, and /or Marketing, and meet the eligibility criteria specified by Aboriginal Skills & Employment Training Strategy (ASETS).

- Exceptional verbal/written communications skills able to connect with various audiences;
- A good understanding of Anishinabek cultural knowledge
- Ability to compose, edits, design and produce communications and publications material such as newsletters, correspondence, articles, power point presentations, press releases and speaker notes.
- Excellent computer skills: Microsoft office applications, Photo Shop, Internet; and website development; IT and troubleshooting; word press
- Good Inter-personal skills and ability to work in a team environment and interact with the culturally diverse public, service providers and dignitaries
- Profession manner and ethics, tact, diplomacy, confidentiality, and discretion in dealing with people
- Organizational and administrative skills
- Ability to operate standard office equipment such as, phones, photocopier, etc.; and media equipment such as, camera, sound equipment, recording devices, web casting, audio and video, etc.,
- Knowledge of marketing and communication principles, guidelines and best work practices

### DUTIES

The Communications Coordinator shall, under the authority, guidance and supervision of management, be responsible for all band/corporate-related communications to the Serpent River First Nation membership and public including:

- A quarterly newsletter to community members
- Creation and maintenance of SRFN social media sites
- Creation of a digital images and video library
- The development, implementation process and maintenance of all aspects of the SRFN's Communication Strategy that reflects the strategic directions, priorities, policies and programs.
- Work and assist with entrepreneurs and members to offer workshop related to business marketing by way of using technology. To include information sharing platforms, website design and communications layout design for more effective business communications

**Application Closing Date:** May 18<sup>th</sup>, 2018 at 3:00 p.m.

Interested Applicants must submit a cover letter, resume, one work related reference and two character references to:

Director of Operations  
195 Village Road, Cutler, ON POP 1B0  
Fax: 705-844-2757 ♦ Phone: 705-844-2418

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Miigwech to all applicants. We will only be contacting those selected for an interview.

**Our Vision** *Serpent River First Nation will have self-sufficient people within a community of caring and compassionate families.*

**Our Mission** *Serpent River First Nation will use all available financial, human, natural, technological and cultural resources to achieve self-sufficiency through the efforts of all Community Members. Our strong and unique cultural and spiritual identity will drive us to ensure a healthy community that is safe and secure for all generations.*