



Employment Opportunity

Position Title:	Communications Officer Administration Department
Location:	Magnetawan First Nation/Hybrid 10 Highway 529, Britt, ON P0G 1A0
Classification:	Full-Time Permanent
Reports to:	Executive Director
Salary:	\$35.16 per hour to \$38.76 per hour (\$63,991 to \$70,543 Annually) (Commensurate with qualifications and experience)
Duration:	35 hours/week (Monday – Thursday) 2-week Christmas closure
Closing Date:	Friday, September 12, 2025

JOB DESCRIPTION & REQUIREMENTS:

The Administration Department at Magnetawan First Nation supports the overall operations and governance of the community through strong communication, coordination, and public engagement. The department plays a key role in ensuring information flows effectively between leadership, staff, members, partners, and the public.

Under the direction of the Executive Director and in collaboration with all departments, the Communications Officer will lead the development and delivery of internal and external communications strategies. This includes maintaining the Nation's website and social media platforms, producing newsletters and notices, coordinating community outreach initiatives and events, and supporting leadership in delivering timely and culturally appropriate messaging. The ideal candidate is creative, organized, digitally savvy, and passionate about amplifying Indigenous voices.

KEY RESPONSIBILITIES:

- Develop and implement a comprehensive communications strategy aligned with community priorities and values.
- Manage and update the Magnetawan First Nation website and all social media channels.
- Design and distribute community newsletters, press releases, announcements, posters, and digital campaigns.
- Support Chief and Council and Band staff in preparing communications materials, speeches, and reports.

- Promote community events, programs, and initiatives through consistent branding and messaging.
- Photograph and/or video record key events and community activities; maintain a digital media archive.
- Maintain contact lists and manage email distribution systems.
- Monitor communications analytics and engagement to inform continuous improvement.
- Coordinate with departments to ensure clear and consistent communication across all platforms.
- Uphold confidentiality and ensure culturally appropriate representation of the Nation.
- Other duties as assigned.

REQUIRED KNOWLEDGES, EXPERIENCES, AND SKILLS:

- Post-secondary education in communications, marketing, journalism, public relations, or a related field; or an equivalent combination of education and relevant experience.
- Experience in media content creation, digital communications, and community engagement.
- Proficient with Microsoft Office, Adobe Creative Suite, Canva, WordPress, Mailchimp, and social media platforms.
- Strong written and verbal communication skills with a keen eye for detail and accuracy.
- Ability to translate technical or administrative information into clear, engaging public messaging.
- Organized, creative, and able to manage multiple priorities and deadlines independently.
- Experience working in or with First Nation communities is an asset.
- Understanding of Anishinaabe culture and language is an asset.
- Satisfactory Vulnerable Sector Police Record Check
- Drivers abstract
- Must have a valid driver's license and access to reliable transportation.

Please submit a cover letter, resume, and three references to applyvia@mnpc.ca by Friday, September 12, 2025 at 6pm EST. Preference will be given to Magnetawan First Nation Band Members and qualified individuals of Indigenous descent, but this post is open for all to apply.

Please include "Communications Officer" in the subject line.