



Chippewas of the Thames First Nation

320 Chippewas Road Muncey, ON N0L 1Y0

Phone 519-289-5555 Fax: 519-289-

Chippewas of the Thames First Nation is accepting applicants for the position of:

Position Title: Communications Officer
Department: Administration
Hours of Work: 37.5 hours per week working onsite 8:30am – 4:30pm
Location: 320 Chippewa Road, Muncey ON
Posting Date: November 14, 2025
Posting Closes: December 5, 2025

Summary:

Reporting to the Administration Officer, the Communications Officer supports Chippewas of the Thames First Nation's internal and external communications by developing a comprehensive communications plan and managing its day-to-day execution across all departments. The role creates, edits, and disseminates clear, timely materials including website content, email templates, social media posts, and other digital assets. The Communications Officer ensures consistent brand, voice, and messaging. The Communications Officer also drafts, edits, and submits proposals, coordinates cross-functional inputs, and oversees the development, management, and maintenance of all online communication channels to effectively inform and engage staff, community members, and external partners.

Responsibilities:

- Develop and maintain an annual communications plan aligned to COTTFN priorities and manage day-to-day execution and timelines.
- Set measurable objectives and track outcomes/ROI for campaigns, channels, and major initiatives providing regular performance reports.
- Create, edit, and distribute clear, accurate internal and external communications (web, email, social, print, speeches, briefings).
- Draft, edit, and submit proposals and key documents as required ensuring consistent brand, voice, and style.
- Build and maintain templates (emails, letters, notices, phone scripts) to support consistency and speed.
- Serve as primary administrator for the COTTFN website publishing updates, ensuring accessibility/usability, and maintaining content governance.
- Oversee email and digital engagement tools analyzing performance and optimize reach.
- Plan and deliver employee communications that support policies, change initiatives, and culture by coordinating with department leaders
- Ensure Council decisions and organizational updates are communicated effectively through appropriate channels, in collaboration with the Council Secretariat and relevant offices.
- Oversee central print communications, including the Mazinigan newsletter (editorial plan, content intake, proofreading, distribution).
- Contribute to event promotion and attendance at key community functions to support coverage and content capture.



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- Maintain confidentiality, records integrity, and safe work practices by adhering to COTTFN policies and relevant legislation.
- Keep current on organizational procedures and communication best practices and identify and complete job-related training.

Qualifications:

- Postsecondary degree or diploma in communications, marketing, public relations, or a related field (or an equivalent combination of education and directly related experience).
- 3+ years of directly related communications experience (internal/external, digital and print).
- Exceptional command of English grammar, punctuation, and style with proven ability to craft clear, audience-appropriate content across web, social, email, and print.
- Strong planning, prioritization, and time-management skills with ability to manage multiple deadlines simultaneously.
- Proficient with MS Word, Excel, PowerPoint, WordPress/CMS, email marketing tools, and Adobe Creative Cloud (e.g., InDesign/Illustrator/Photoshop).
- In-depth understanding of common communications instruments (briefs, media lines, newsletters, web posts, social assets) and their appropriate use.
- Sound grasp of communications principles and the role of media relations, public education, community relations, and government relations within an organization.
- Ability to facilitate engagement opportunities and translate complex ideas into clear messages for diverse audiences.
- Politically and culturally sensitive; maintains confidentiality and handles public inquiries professionally.

Hiring of Indigenous people will be given preference, please identify.

Interested applicants, please submit a cover letter, resume, three work related references, photocopies of education documents to:

human.resources@cottfn.com

OR

320 Chippewa Road, Muncey, ON N0L 1Y0

Please indicate "Communications Officer" in your application.

We thank all candidates for applying; however only those selected for an interview will be contacted. Accommodations are available on request for candidates taking part in all aspects of the selection process.