

# Communications Specialist

**Employer:** Ketegaunseebee Garden River First Nation

**Posted:** 13 months ago

**ES Job ID:** 13996

**Sector(s):** Executive and Management

**Closing Date:** March 23, 2023

**Location:** Garden River

**Duration:** N/A

## Job Description:

Position: Communications Specialist

Wage: \$23.06 - \$25.94

Location: Administration Office

Reports to: CAO

The Communications Specialist will, at a high level, deeply understand the nature of Garden River First Nation's key audiences, including the individuals and vehicles that best engage them. Using strategic messaging tactics and distribution channels sharing content in a timely and effective manner. They will promote the Band's message, programs, and offerings to the public through advertising and written materials including news releases, articles, and other publications. Interactions will occur with a diverse set of individuals and groups that represent a variety of roles and authority levels.

## Duties

- Creating, guiding, and disseminating all forms of communication on behalf of Garden River First Nation
- Publishing the Band's internal and external news, including collecting information, determining content, writing articles, and taking photos.
- Serving as a key contact/liaison between Garden River First Nation and outside communicators, including all scheduling and follow-up
- Establishing and enhancing the flow, repurposing, and dissemination of messages through existing Band channels.
- Working with internal stakeholders to conceptualize and implement communication strategies and campaigns.
- Developing escalation protocols for managing communication crises, should they arise and facilitate the resolution of disputes with external and internal stakeholders.
- Vetting inbound inquiries from media members, influencers, government officials and organizations followed by the research and recommendations on opportunities and next steps
- Writing communication pieces for various outlets, including newsletters, news releases, websites, special recruitment pieces, marketing brochures and other publications.
- Aiding Chief and Council in writing, editing, and placing news releases; preparing media packets; developing story ideas and writing feature articles for the Band.
- Assisting in special events planning and execution, community relations and public relations activities.
- Providing monitoring, evaluation, and reports on communication activities.
- Arranging and coordinate press releases/conferences and plan special events.
- Adhere to GRN style guide and ensure that work produced is of high quality and error free.
- Performing other related duties as may be required and assigned

## Required Skills:

- Bachelor's degree or equivalent University level course work in English, Journalism, Communications, or



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related area

- Two years experience performing in professional level writing and communication roles
- Competency in writing news releases, feature writing and editing, technical and creative writing skills required
- Familiarity with advertising, printing and publication layout procedures
- Understanding of the best practices of mainstream social media channels including Facebook, Twitter, Instagram etc.
- Ability to apply best practices in communications, public relations and marketing
- Knowledge and experience in electronic publishing
- Must have the ability to work under pressure and deal with diverse issues and people
- Able to travel frequently both domestic and nationally
- Must undergo a criminal record check prior to employment (At Applicant Expense)

### **How to Apply:**

\*For a copy of the full job description please email [employment@gardenriver.org](mailto:employment@gardenriver.org) and one can be forwarded\*

Interested applicants can email or drop off their cover letter, detailed resume, three work related references by:  
March 23rd,  
2023 @ 4:30 PM. Please address the envelope and/or email \"Communications Specialist-2023-21\" and submit to:

Human Resources  
Garden River First Nation  
7 Shingwauk Street, Garden River, ON P6A 6Z8  
Email: [employment@gardenriver.org](mailto:employment@gardenriver.org)  
Fax: 1-705-945-1415

The Communications Specialist functions within legislative requirements, regulations, policies and procedures and the Mission, Beliefs and Vision of the Garden River First Nation, and contributes to the accomplishment of the strategic priorities.

**PREFERENCE WILL BE GIVEN TO GARDEN RIVER BAND MEMBERS. SELF-IDENTIFICATION IS ENCOURAGED.**

We thank all applicants for their interest; however only those selected for an interview will be contacted.

**SAULT STE. MARIE**  
[WEBINQUIRYSSM@SAULTCOLLEGE.CA](mailto:WEBINQUIRYSSM@SAULTCOLLEGE.CA)  
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**BLIND RIVER**  
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