



## **WILLIAMS TREATIES FIRST NATIONS**

### **EMPLOYMENT OPPORTUNITY**

**Communications Officer  
Williams Treaties First Nations  
Contract Position: Start date June 2017**

**The Williams Treaties First Nations are seeking a communications officer to assist in the development, delivery and maintenance of effective communications plans.**

#### **Duties:**

**Attend negotiation sessions (weekly)  
Attend main table negotiation sessions (monthly)  
Prepare communication materials for Chiefs and Councils and community members  
Record and maintain notes of meetings for negotiators and Chiefs table  
Prepare action items and deliverables calendar  
Schedule meetings and meeting space rental  
Collaborate with Crowns communications teams  
Attend communication committee meetings  
Maintain calendar of meetings and minutes of same  
Prepare community updates on monthly distribution basis  
Facilitate the update of the WTFN website, including communications with website developer and related committees i.e. harvesting  
Collaborate with appropriate community resources i.e. CCW's  
Establish toll free contact number for communications  
Coordinate multi-media resources  
Respond to media inquiries and coordinate press conferences, briefings and supporting materials  
Respond to requests for information  
Office location dependent on candidate: either in WTFN community, home office or space rental  
Travel to Williams Treaties First Nations, Toronto and Ottawa primarily**

#### **Qualifications:**

**Degree/Diploma Journalism, Public Relations, Communications**

**2 to 3-years' experience in Communications, Marketing, Public Relations preferred**  
**Williams Treaties First Nations member is preferred**  
**Valid G License and own vehicle required**

**Skills Required:**

**Creative problem solver with exceptional verbal and written communication skills**

**Website writing and implementation**

**Experience in Social Media strategic planning and implementation**

**Photography skills required (35-mm. digital) includes download and editing**

**Experience with event planning and PR**

**Proficient in Microsoft Office/Publisher/Powerpoint/Prezi**

**Excellent relationship building skills**

**Self-Starter, able to learn quickly and work independently**

**Self-driven individual with excellent work ethic and a can-do attitude.**

**Active learner with the ability to thrive in a fast-paced, results-oriented, start up environment**

**Excellent time management skills with keen attention to detail and ability to multi-task**

***Position will be subject to a 3-month probationary period.***

***Salary commensurate with experience.***

***Compensation range: \$50,000 to 65,000.***

***Contract concludes: March 2018***

***Location: Flexible***

**The deadline for applications is May 29, 2017 at 10 am.**

Please send a personalized cover letter and curriculum vitae in confidence to:

Karry Sandy-McKenzie

Negotiator

Williams Treaties First Nations

8 Creswick Court, Barrie, ON. L4M 2J7 or by email to:

[inquiries@williamstreatiesfirstnations.ca](mailto:inquiries@williamstreatiesfirstnations.ca)

The Williams Treaties First Nations welcomes applications from all qualified candidates, although only those selected for an interview will be contacted.

For more information, visit [www.williamstreatiesfirstnations.ca](http://www.williamstreatiesfirstnations.ca)