



EMPLOYMENT OPPORTUNITY

Communications Officer

**Full-time, Permanent position
(open to remote work location within Canada)
Deadline for applications: July 8, 2022 (or until filled)**

ABOUT FNIGC

The First Nations Information Governance Centre (FNIGC) is a non-profit organization that envisions every First Nation achieving data sovereignty in alignment with its distinct world view.

FNIGC supports the development of information governance at the First Nations community level through regional and national partnerships. In addition to serving the information, research, training, and capacity development needs of First Nations people and communities, FNIGC is home to several national surveys.

FNIGC believes that quality information collected by First Nations for First Nations can influence knowledge-based decision-making and inspire policy and programs that contribute to the health and well-being of First Nations people in Canada.

The successful candidate will be eligible for flexible work hours, remote work, a competitive salary, benefits package, pension plan, and generous paid time-off benefits.

ABOUT THE POSITION

FNIGC's Communications unit serves a cross-cutting role across the organization and across the country in collaboration with First Nations communities.

Reporting to the Communications Manager, the Communications Officer assists with and supports the organization's internal and external communications activities.

PRIMARY DUTIES AND RESPONSIBILITIES

1. Assist with the advancement and promotion FNIGC's data sovereignty work through a variety of channels, such as social media, web content, media relations, public events, promotional material, and videos. This includes writing, editing, and distributing content for all channels.

2. Assist with the production of FNIGC's corporate publications, such as FNIGC's annual report, survey reports, papers, press releases, speeches, speaking notes, Qs and As (for the Executive Director and Board Chair), newsletters, and promotional materials.
3. Assist with the management of FNIGC's online presence, which includes FNIGC.ca and all its social media platforms. This includes content creation, responding to comments or issues as they arise, and engaging with outside consultants.
4. Writing media releases that help promote FNIGC's publications and outreach efforts.
5. Assist with the preparation and production of FNIGC's promotional items.
6. Assist with the planning and execution of FNIGC's corporate presence at trade shows, including the AFN Annual General Assembly and Special Chief's Assembly, among others. This may involve travel.
7. Assist with community outreach efforts, including attendance at events in First Nations communities.
8. Assist with the monitoring of FNIGC's Communications coverage and analyze performance metrics to inform progress reports.
9. Assist with internal communications efforts.
10. Assist with requests for translation and quality control of translations.
11. Assist with the maintenance of a documentation management system.
12. Assist with media relations, and other duties related to FNIGC's external communications efforts.

JOB REQUIREMENTS

Essential Qualifications

1. Excellent written communications skills, which includes editing and proof-reading
2. Creative problem-solving and collaborative teamwork
3. Keen attention to detail (including written and visual materials)
4. The ability to excel and thrive under pressure
5. Excellent organizational skills, including the ability to juggle competing responsibilities and manage multiple deadlines
6. Facility with social media platforms (Facebook, Twitter, LinkedIn, YouTube, Instagram) and social media management software (HootSuite)
7. Knowledge of content management system applications (i.e., WordPress)
8. Proficiency with Microsoft Office suite of tools (Word, Excel, PowerPoint)
9. Experience with media relations, stakeholder engagement, and relationship management
10. Ability to build and maintain strong relationships, internally across FNIGC's team units, and with our external partners
11. Excellent critical thinking skills and the ability to exercise good judgement and solve problems quickly and effectively
12. Lived First Nations experience is a strong asset

Preferred Qualifications

1. Ability to write for a First Nations audience
2. Experience with plain language writing and editing
3. Experience with Knowledge Translation

4. Knowledge of the First Nations principles of OCAP®
5. Familiarity with the concept of First Nations data sovereignty
6. An understanding of Indigenous peoples' paths to self-determination
7. An outgoing personality and a willingness to engage in face-to-face conversations with First Nations leaders and community members
8. An understanding of Indigenous traditions of knowledge creation (storytelling, experiential learning, written, and other texts)
9. Some proficiency in a First Nations' language
10. Fluency in English and French

Experience and Education

1. An undergraduate degree in Journalism, Communications, Public Relations, English, or a related field
2. A minimum of 3 to 5 years of related experience or an equivalent combination of education and experience (i.e., experience in daily online or print journalism)
3. An understanding of Project Management principles
4. Experience working with First Nations and an understanding of First Nations health, social, and information management issues is considered an asset
5. Experience working in a non-profit context is an asset

APPLICATION INFORMATION

We invite qualified candidates to send their résumé and cover letter telling us why you think you'd be a great addition to the FNIGC team to recruitment@fnigc.ca by July 8, 2022, or until the position is filled.

As preference in hiring will be given to First Nations candidates, applicants are encouraged to self-identify. FNIGC is committed to accommodating people with disabilities. If you require an accommodation, we will work with you to meet your needs. We thank all applicants for their interest; however, only those selected for an interview will be contacted.