



MARTEN FALLS FIRST NATION #65

Ogoki Post, Ontario P0T 2L0 Tel : (807) 349-2509 Fax: (807) 349-2511

Internal and External Job Posting

Position: Communications Intern - KKETS (16 weeks)

Start Date: Immediately

Location: Marten Falls First Nation -Ogoki Post

Posting Closing Date: Open until filled

The Community:

The Marten Falls First Nation reserve is located at the intersection of the Ogoki and Albany Rivers. It is approximately 400km to the northeast of Thunder Bay. The closest city with year-long road access is Nakina, which is located approximately 160 km to the south. The location of the land makes it a combination of swampy areas and drier, treeless areas. The proximity to the rivers coupled with forests full of White Spruce, Cedar, Balsam, Pine and Tamarack trees allow both ecosystems to thrive. Numerous fish species including pickerel, trout, pike, whitefish and sturgeon and animals such as caribou, bears, moose, beavers, martens, etc. are native to the Marten Falls reserve land.

Reports To

The Communications Intern report to and is under the direct supervision of the Band Manager.

Job Overview

Marten Falls First Nations (MFFN) is seeking a dedicated Communications Intern to join our team. The Communications Intern assists in developing promotional materials, corporate webpages, coordinating meetings, and interacts with clients to effectively deliver MFFN's message to the community, public and media.

Prerequisites:

- Bachelor's degree, diploma, or post-graduate certificate in Marketing, Communications, English, Public Relations, Journalism or another related field is preferred
- Hold a valid G Ontario Driver's License
- Must be willing to provide a current Police vulnerable sector check or a criminal record check

Responsibilities and Duties

To promote employment equity, Marten Falls First Nation welcome applications from all qualified individuals including indigenous persons, immigrants, members of minority groups, women and persons with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process.

We appreciate the interest of all applicants, however, only those selected for interviews will be contacted. We will accommodate the needs of applicants in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA) throughout all stages of the recruitment and selection process. Please advise Human Resources to ensure your accessibility needs are accommodated.

Confidential Information provided by applicants is used for the purposes of this competition only and is protected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.

The duties include and are not limited to:

- Provides communications support services in one or more of the following areas: integrated marketing, communications planning, media relations, writing/editing, multi-media campaigns, place branding, social networking, media issues analysis, public relations, community engagement, digital media applications, graphic design, etc.
- Assists and receives direction from the communications team to develop an understanding of established public sector communications practices, policies, procedures, protocol and standards, and MFFN decision-making processes.
- Performs assigned tasks such as: identifying marketing, communications and media opportunities, Band Members and community; identifying/analyzing media issues; contributing to communications strategies and event planning; writing/editing executive office materials, briefing notes, fact sheets, newsletters, digital materials, web content, news releases, Q&As, speeches, graphic design of brochures, posters and reports.
- Receives advice from Chief and Council on ongoing assignments and attends meetings in conjunction with the team.
- Prepares communications materials for review and approval to support program delivery. Works on individual projects or as part of a project team and provides information on the status of assignments.
- Exchanges information with program managers, Band members and community etc. Drafts communications materials for target audiences, reflecting appropriate messaging and tone.
- Assists the team in communications planning by identifying the extent, nature and source of information required, and presenting research findings to the community.
- Supports the implementation of communications initiatives, and new/revised communications approaches to improve operations.
- Engaging with community members and responding to inquiries to promote positive relations and effective communication
- Performing other related duties as assigned to support the communication goals of the Band Office and community.

Skills:

- Firm grasp of social media tools and platforms including Facebook, Instagram etc.
- Must be computer literate (working knowledge of word processing, PowerPoint, Excel).
- Strong written and verbal communication skills;
- Strong organizational and computer skills;
- Experience in the communications field an asset;
- Proficiency in Anishinaabemowin an asset;

Working Conditions:

- Environmental Conditions: Primarily Inside/Office environment

Compensation

- Salary is based on experience and education

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Please send your resume to the Human Resources Department.

Stella Idogho, RPR
Manager, Human Resources
Marten Falls First Nation
Ogoki Post, ON, P0T 2L0
humanresources@martenfalls.com
C: 807-935-7347

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