



The MISSISSAUGAS OF THE CREDIT FIRST NATION

is accepting applications for the permanent position of

“Director of Media and Communications”

Closing Date: February 6th, 2020 at 12:00pm

Job Summary:

To assist the MCFN and the Chief and Council of the Mississaugas of the Credit First Nation by providing and maintaining internal and external communications with all forms of media that may affect the First Nation by developing external and internal communications strategies to ensure alignment with the MCFN Strategic Plan and overall mission and growth initiatives.

Educational Qualifications/Minimum Requirements

- University degree related to professional communications, public relations, professional writing, journalism, marketing, plus 5 years related experience
- OR a post-secondary diploma in a related field and 7 years of experience in media and communications
- OR minimum 10 years of direct experience in media and communications.
- Solid background in computers with specific knowledge of Microsoft Word and Excel
- Operations of a media and communications department or similar function
- Results of a current criminal reference check
- Safe Food Handling Certificate or a willingness to obtain

Skills/Abilities

- Knowledge of project management principles and a thorough understanding of the mass media
- Superior verbal and written communication skills and the ability to relate to varied audiences and maintain confidentiality
- Strong leadership skills and the ability to influence decisions
- Ability to interface effectively with a wide range of stakeholders
- Excellent proofreading and editing skills
- Ability to focus, plan, meet deadlines, and manage multiple tasks
- Ability to take direction, prioritize tasks and work with the public under stressful situations
- This position requires a team player with a high level of initiative, professionalism and judgment in order to prioritize tasks, workload and projects

Salary: \$51,313.50 - \$73,345.50

Please submit your cover letter, resume, proof of educational qualifications and three current references to:

The Mississaugas of the Credit First Nation
Attention: Personnel Committee
2789 Mississauga Road
Hagersville, ON
NOA 1H0

Applications will also be accepted by fax at 905-768-1225 or via email at the address listed below.

A detailed job description is available at the Admin Building or by email at Kerri.King@mncfn.ca

Miigwech to all who apply, only those candidates selected for an interview will be contacted.