THE MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the short term, contract position of

“Governance Communications and Engagement Lead”

Closing Date: Friday December 18th at 12:00, EST

Job Summary:
To provide support to the Governance Office in the areas of internal and external communication, media relations and publication management, and to initiate and execute the communications strategy and workplan of Pillar 7.

Educational Qualifications/Minimum Qualifications:
- University degree in Journalism, Public/Media Relations, Community Engagement, or Communications with two (2) years of experience, OR
- College diploma in Journalism, Public/Media Relations, Community Engagement, or Communications with three (3) years of experience, OR
- Secondary School diploma with five (5) years of related work experience in a First Nation or a governmental organization
- Must have a valid G2 driver’s license (minimum), with a reliable source of transportation
- Must be willing and available to work frequent evenings and weekends
- Willingness to travel
- Must have a Safe Food Handlers Certificate or willingness to obtain

Required Knowledge, Skills and Abilities:
- Knowledge of First Nation political processes and issues
- Working knowledge and hands on experience with Project Management
- Familiarity with MCFN history, community and governance structures and aspirations
- Knowledge of media production, communication, and dissemination techniques and methods
- Issues management experience and crisis communications skills and experience
- Knowledge of media relations and media monitoring tools
- Proficient in Microsoft Outlook, Word, and Excel
- Superior verbal, editing, and written communication skills and the ability to relate to varied audiences
- Avid researcher with ability to analyze media
- Ability to successfully pitch targeted media strategies, develop media strategy and engagement progress reports, which outline results, insights, and lessons learned
- Excellent interpersonal and organizational skills
- Possess a detailed knowledge of the media and how it operates, and which types of media is used for different purposes
- Ability to skillfully develop content for a variety of media including web, print, and social media
- Ability to successfully develop and implement community and stakeholder engagement sessions
- Excellent relationship management skills

Assets:
- Ability to use graphic design software
- Photography/videography experience
- Computer skills in Quark Express, InDesign, and Photoshop

Term of Contract: Starting ASAP, ending March 31st, 2021, with the possibility of extension

Compensation: $24.43 - $34.68 per hour, based on demonstrable experience

Please submit your cover letter, resume and three current references, two of which are employment related, to

The Mississaugas of the Credit First Nation
Attention: PERSONNEL COMMITTEE
2789 Mississauga Road,
RR#6 Hagersville, Ontario, NOA 1H0

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

A detailed job description is available at the MCFN Admin Building or via email at stephanie.laforme@mncfn.ca

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

Late applicants will not be considered.