The MISSISSAUGAS OF THE CREDIT FIRST NATION is accepting applications for the permanent position of "Media & Communications Coordinator"

Closing Date: November 18, 2021 at 12:00pm

Job Summary:
To assist the MCFN Communications Department in the implementation of communications under the direction of the Communications & Engagement Lead by:

- Writing and editing content on behalf of the Mississaugas of the Credit First Nation Chief, Council, and administration.

Education and Experience

- University degree in Journalism, English, or Communications with 2 years of experience
- OR College diploma in Journalism, English, Graphic Design, or Communications with 3 years of experience
- OR Secondary School diploma with 5 years of experience
- Proficient in Microsoft Outlook, Word, and Excel.
- Photography/videography experience would be an asset.
- Graphic design is considered an asset
- Experience working with First Nations would be an asset.

Skills/Abilities

- High level of initiative, professionalism and judgment in order to prioritize tasks, workload and projects.
- Ability to take direction and strictly follow MCFN communications and confidentiality policies.
- Ability to produce quality content under short time frames and/or stressful situations.
- Superior verbal and written communication skills and the ability to relate to varied audiences.
- Excellent interviewing, writing, proofreading, and editing skills.
- Ability to skillfully develop content for a variety of media including web, print, and social media.
- Ability to use graphic design software.

Other Requirements

- Must have a valid G2 driver’s license.
- Must be available to work some evenings and weekends.
- Must have a Safe Food Handlers Certificate

Salary: $40,297.50 - $56,821.50

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
N0A 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 Stephanie.laforme@mncfn.ca

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