



The MISSISSAUGAS OF THE CREDIT FIRST NATION
is accepting applications for the permanent position of
“Communications Coordinator”

Closing Date: October 10th, 2024 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:

- Assisting with public relations, media relations, internal communications, community engagement, and stakeholder outreach.
- 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
- Proficiency in social media management, content creation, and digital communication tools.
- Must have demonstrated knowledge of Adobe Creative Suite, WordPress, etc.
- 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 have a Safe Food Handlers Certificate or the willingness to obtain one.
- Results of a current positive criminal reference check including the vulnerable sector.

Salary: \$47,385.00 - \$63,180.00

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 HRClerk@mncfn.ca

Preference will be given to Indigenous applicants. Self-identification is encouraged.

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