



# Caldwell First Nation

14 Orange Street, Leamington, Ontario N8H 1P5

Phone: 519-322-1766 Fax: 519-322-1533

<b>Position:</b>	Communications Coordinator – Political Office
<b>Department:</b>	Chief and Council / Governance
<b>Reports To:</b>	Chief
<b>Location:</b>	33 Princess St., 14 Orange St., Leamington, ON (In-person)
<b>Status:</b>	Full Time (Term Contract)   37.5 hours per week, in person
<b>Salary:</b>	\$27-37 per hour
<b>Anticipated Start:</b>	As soon as possible

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## Vision:

Caldwell First Nation is a strong sovereign nation that honors the past, present, and future, for the next 7 generations (2023)

## Mission Statement:

Our Mission to Caldwell First Nation citizens is to protect our inherent treaty rights, to renew and preserve our culture, language, traditions, and our socio-economic future (2023).

## Job Description:

The **Communications Coordinator – Political Office** will support the Chief and Council of Caldwell First Nation by ensuring that administrative processes align with the community's need for transparency, effective communication, and organized decision-making. Reporting to the Chief, the Executive Coordinator will play a key role in communicating Council's initiatives, decisions, and updates with the Caldwell community.

## Duties & Responsibilities

### 1. Administrative Support

- Prepare correspondence, reports, executive briefings, and updates for the Chief and Council.
- Ensure that all written communications are accurate, clear, and accessible for Caldwell First Nation members.
- Create, manage, and update tracking charts to monitor decisions and follow-ups.

### 2. Communication and Transparency

- Draft community updates that communicate key decisions and initiatives.
- Assist in creating presentations, legislative briefings, and community publications in alignment with Council's goals.
- Promote clarity and transparency, ensuring information reaches Caldwell members in a timely and accessible manner.

### **3. Meeting Preparation and Coordination**

- Prepare meeting documents, and organize materials.
- Record decisions and action items during meetings, track completion of follow-up tasks, and provide timely status updates.

### **4. Research and Reporting**

- Conduct targeted research to support informed decision-making by the Chief and Council.
- Prepare summaries and background information on relevant topics, legislation, and policy developments.

### **5. Collaboration and Support**

- Work with the Chief, Council, and Administration to escalate critical issues, follow up on pending items, and ensure administrative alignment.
- Support the creation of Band Council Resolutions (BCRs) and assist at meetings when required.

## **Key Competencies**

- **Executive Communication:** Outstanding written and verbal communication skills for executive-level presentations.
- **Detail Orientation:** Ability to produce accurate, well-organized work with strong attention to detail.
- **Political and Cultural Sensitivity:** Strong interpersonal skills and cultural awareness.
- **Technology Proficiency:** Competence in Microsoft Office, Google Suite, Canva, Zoom, Teams, and web-based tools.

## **Qualifications & Personal Attributes**

- Diploma or Bachelor's degree in related field;
- Minimum of three years of full-time professional experience in an executive assistance role;
- Demonstrated knowledge of administrative practices, policies and procedures related to First Nations;
- Knowledge of Federal and Provincial Government Ministries and how they impact First Nations, including policies, programs, and services offered to First Nations;
- Must have the ability to identify alternate solutions to problems and recommend or select the optimum solutions based on broad objectives and criteria;
- Knowledge of business processes and organizational conduct;
- Excellent oral and written communication skills;
- Ability to maintain a high level of confidentiality and share exclusive information with discretion;
- Ability to handle and prioritize multiple projects with competing deadlines;

- Strong analytical and evaluation skills to analyze data and prepare reports/summaries;
- Strong research skills to gather data from a variety of sources;
- Computer literacy is a must;
- Excellent computer background knowledge while working with, but not limited to, Microsoft Outlook, Word, Excel, Power Point;
- Class G Drivers Licence is required; ability to travel, attending on and off-site events as required;
- Clean Driver's Abstract;
- Clean Criminal Record Check.

**Applications MUST Include:**

Submit a resume and cover letter detailing relevant experience, emphasizing your background in supporting First Nation political or administrative offices and your commitment to high standards of accuracy and transparency in communications.

3 references will be required from successful candidate.

**Criminal Record Check will be required from the successful applicant.**

We thank all applicants; however, we will contact only those selected for the next stage of the interview process.

If you require any accommodation throughout the hiring process, please contact the Human Resources Manager at [hr@caldwellfirstnation.ca](mailto:hr@caldwellfirstnation.ca) or by phone at (519) 322-1766 ext. 1239.

CFN encourages all qualified individuals to apply for posted positions, however preference will be given to qualified First Nations individuals, in accordance with section 16 of the

Canadian Human Rights Act, sub-section 24(1)(a) of the Ontario Human Rights Code, and section 7 of the Employment Equity Act.

**Please submit cover letter and resume to:**

***James Siu, Human Resources Manager***

Caldwell First Nation

14 Orange Street

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