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EMPLOYMENT OPPORTUNITY

Communications Officer – Justice and Environment

The Chiefs of Ontario is seeking a dynamic individual to fill the position of Communications Officer for the Justice and Environment Sector. The Communications Officer will be responsible for developing and executing communication strategies that promote the work of the Justice and Environment Sector, ensuring effective internal and external communication, and overseeing digital and print marketing efforts. The ideal candidate will be proactive, creative, and committed to advancing advocacy efforts for First Nations in Ontario.

LOCATION: Toronto, ON - Hybrid

DUTIES AND RESPONSIBILITIES:

- Develop and implement strategic communication plans for the Justice and Environment Sector.
- Draft speeches, presentations, and internal communications as required.
- Assist in the development and design of reports, newsletters, and other publications for internal and external audiences.
- Write, edit, and distribute press releases, media advisories, and other materials to promote sector initiatives.
- Support the maintenance of Chiefs of Ontario's (COO) social media accounts by assisting in content creation, scheduling posts, and monitoring audience engagement,
- Collaborate with team members to ensure clear, consistent messaging.
- Monitor and analyze media coverage related to sector activities, offering insights and recommendations.
- Support the planning and execution of assemblies, conferences, and community outreach activities.
- Utilize filming, photography, and media production skills to create engaging content that aligns with communication objectives, including video production and audio-visual materials.
- Perform other duties and responsibilities as assigned.

Candidates must be willing to work flexible hours during peak periods, such as assembly seasons and out-of-town meetings. Travel will also be necessary.

QUALIFICATIONS:

- Post-secondary degree in a related field: Bachelor's Degree in Public Relations, Communications, Journalism, or equivalent combination of education and experience.

- Previous work in the communications field, with demonstrated expertise in communication strategy, media relations, and public relations.
- Experience with social media, press releases, and media relations.
- Knowledge of First Nations traditions, cultures, and values, and an understanding of the history and relationship between First Nations and the Crown.
- Excellent communication skills, both written and verbal.
- Capacity to work effectively independently and as part of a team to complete assigned tasks and projects.
- Ability to prioritize tasks and meet deadlines in a fast-paced environment.
- Strong organizational skills and attention to detail.
- Ability to adapt to evolving communication strategies and emerging technologies.
- Knowledge of photography, filming, and media production skills to create high-quality content.
- Proficiency in Adobe Creative Suite, and Canva for design and video editing tasks.
- Website management experience, including proficiency with platforms such as WordPress and Squarespace.

BENEFITS:

- Negotiable Hybrid Work Arrangement
- Two (2) Weeks Paid Time Off for December Holiday Break
- Two (2) Weeks of Paid Vacation per Year, Progressively Increasing After Years of Service
- Ten (10) Days of Sick Time per Year
- Five (5) Days of Personal Time per Year
- Employer Matched Pension
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

DURATION: ASAP to March 31, 2026 (Potential renewal contingent upon funding approval)

Applications will be accepted until the position is filled.

All Applicants must be eligible to work in Canada.

Only successful Candidates will be contacted.

**Send a cover letter, resume, and two (2) references marked confidential to:
Ashley Nardella, Human Resources: opportunities@coo.org**