



**COMMUNICATIONS / PUBLIC RELATIONS SPECIALIST OGD-026-006
OGWA:DE:
PERMANENT FULLTIME**

Applications will be received by Ogwa:de: up to 4:00 pm on June 26, 2026 for the **Communications Public Relations Specialist** position with Ogwa:de:. The Job Posting and Job Description are also available for printing from the www.greatsn.com website.

Ogwa:de: offers:

- ✓ **100% employer Paid Extended Health & Dental Benefits** with **Greenshield** as our provider our plan includes
- ✓ Extended Health **single and family coverage**
- ✓ **Life and Dependent** life Insurance
- ✓ **\$ 1,500.00 Annual Health Care Spending Account**
- ✓ **100% paid Employer Long Term Disability** with Desjardins as our provider
- ✓ **Vacation plans starting at four (4) weeks**, with recognition of years of service from previous Child Welfare experience
- ✓ **Fourteen (14)** additional designated paid days (Statutory included)
- ✓ Industry leading wages with recognition of previous position experience for wage grid placement
- ✓ OMERS Defined Benefit Pension Plan

NO LATE APPLICATIONS ACCEPTED

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

Ogwa:de: thanks all applicants for your interest, however, only those applicants receiving interviews will be contacted

JOB SUMMARY:

The Communication/Public Relations Specialist's provides executive level support to the Executive Office. The Ogwa:de: Commission, Ogwa:de: Senior Leadership, Supervisor and Employees. The Communications/Public Relations Specialist manages internal, external and Social Media communications including, crisis communications, branding, brochures, social media, signage, and Six Nations of the Grand River, Provincial and Federal initiatives. The Communications/Public Relations Specialist assists with direct communications, and the dissemination of information relating to external and internal communications, communications strategies and website communication for Ogwa:de; within the policies and procedures established by the Ogwa:de: Commission.

Type	FullTime
Closing Date	June 26, 2026
Term:	Permanent
Hours of Work	35 hours per week
Wage	\$ 69,000.00 to \$ 87,500.00 per annum

BASIC QUALIFICATIONS:

- University bachelor's degree from a recognized Post-Secondary Institution, in journalism communications, or business. **OR**
- Specialized post-graduate college diploma in public relations, communications, journalism, or business with two to three years experience.
- Two years experience working within a First Nation administration considered an asset
- Must be able to work flexible hours

Insert Finalized Date



COMMUNICATIONS / PUBLIC RELATIONS SPECIALIST JOB AD/JOB DESCRIPTION

OGWADENI:DEO
Taking Care of Our Own

- Must have a valid Ontario class 'G' driver's license
- Must submit a favourable criminal reference check and vulnerable sector screening

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method # 1: OGWADENI:DEO IN PERSON DROP OFF – Applications must include all of the following:

1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
3. Photocopy of your education diploma/degree/certificate and transcript.
4. Place all documents listed above in a sealed envelope and mail to or drop off at:

COMMUNICATIONS / PUBLIC RELATIONS SPECIALIST OGD-026-006
OGWADENI:DEO
PERMANENT
ATTN: Human Resources
2469 Fourth Line
Ohswegen, Ontario N0A 1M0
Business Hours Monday to Friday 8:30 am to 4:00 pm

Method #2: EMAIL SUBMISSION

1. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.
2. Please email application package careers@ogwadenideotco.org
 - a. Please ensure the job title and posting number is in the subject line.
3. If you have any questions or need assistance please reach out to Human Resources at 519-445-1834 ext. 4554 or via email at careers@ogwadenideotco.org.

Method #3: Online

1. Please visit: [Get Involved – Ogwadeni:deo \(ogwadenideotco.org\)](http://ogwadenideotco.org) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which includes:
 1. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualify you for this position.
 2. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 3. Copy of your education diploma/degree/certificate and transcript.

If you have any questions or need assistance, please reach out to Ogwadeni:deo Human Resources at 519-445-1864 or via email at careers@ogwadenideotco.org

Insert Finalized Date



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Taking Care of Our Own

TITLE OF IMMEDIATE SUPERVISOR:	EXECUTIVE DIRECTOR	TEAM:	
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MISSION

WE ARE DEDICATED TO ASSUME OUR RESPONSIBILITIES FOR TAKING CARE OF CHILDREN IN PARTNERSHIP WITH THE COMMUNITY:

- **BY STRENGTHENING FAMILIES THROUGH HEALING AT HOME AND IN THE COMMUNITY,**
- **BY PRACTICING CLIENT CENTERED APPROACHES,**
- **BY HONOURING THE FAMILY OF ORIGIN,**
- **BY VALUING, UPHOLDING AND BRINGING FORWARD OGWEHON:WE/HAUDENOSAUNEE/INDIGENOUS KNOWLEDGE AS FOUNDATIONAL PRACTICES OF FAMILY WELLNESS, AND**
- **BY RESPECTING THE EXPERTISE WITHIN THE COMMUNITY.**

WE WILL DEMONSTRATE KINDNESS AND UNDERSTANDING TO REINFORCE OGWEHON:WE VALUES IN THE PRACTICES OF DELIVERING, MANAGING AND ADMINISTERING OUR SERVICES. WE STRENGTHEN THE RELATIONSHIPS OF WOMEN AND MEN IN A GENDER BALANCED DEVELOPMENT OF FAMILY SYSTEMS.

PURPOSE OF THE ROLE

THE COMMUNICATION/PUBLIC RELATIONS SPECIALIST’S PROVIDES EXECUTIVE LEVEL SUPPORT TO THE EXECUTIVE OFFICE. THE OGWADENI:DEO COMMISSION, OGWADENI:DEO SENIOR LEADERSHIP, SUPERVISOR AND EMPLOYEES. THE COMMUNICATIONS/PUBLIC REATIONS SPECIALIST MANAGES INTERNAL, EXTERNAL AND SOCIAL MEDIA COMMUNICATIONS INCLUDING, CRISIS COMMUNICATIONS, BRANDING, BROCHURES, SOCIAL MEDIA, SIGNAGE, AND SIX NATIONS OF THE GRAND RIVER, PROVINCIAL AND FEDERAL INITIATIVESTHE COMMUNICATIONS/PUBLIC RELATIONS SPECIALIST ASSISTS WITH DIRECT COMMUNICATIONS, AND THE DISSEMINATION OF INFORMATION RELATING TO EXTERNAL AND INTERNAL COMMUNICATIONS, COMMUNICATIONS STRATEGIES AND WEBSITE COMMUNICATION FOR OGWADENI:DEO; WITHIN THE POLICIES AND PROCEDURES ESTABLISHED BY THE OGWADENI:DEO COMMISSION.

MAJOR POSITION RESPONSIBILITIES

- RESPONSIBILITIES AND SUPPORT TO OGWEHO:WEH FAMILIES, CHILDREN AND YOUTH**
- **PROVIDE SUPPORT AND ASSISTANCE TO REQUESTS FOR MEDIA INTERVIEWS WITH COMMISSION AND EXECUTIVE DIRECTOR AS REQUIRED**
 - **REVIEW AND EDIT OUTGOING APPROVED MEDIA MESSAGES AND COMMUNICATION DOCUMENTS**
 - **OVERSEE THE PRODUCTION AND DISTRIBUTION OF VISUAL AND AUDIO ELECTRONIC MATERIALS**
 - **OVERSEAS THE CONTENT POSTED ON ALL OGWADENI:DEO SOCIAL MEDIA PLATFORMS.**
 - **REPRESENTS THE AGENCY AT THE PROVINCIAL COMMUNICATIONS NETWORK.**
 - **COORDINATE PUBLIC ANNOUNCEMENTS AND PRESS CONFERENCES FOR COMMISSION AND EXECUTIVE DIRECTOR AS REQUIRED**
 - **IN CONJUNCTION WITH THE EXECUTIVE DIRECTOR MAY DEVELOP, IMPLEMENT, AND MONITOR APPROVED PUBLIC RELATIONS PROGRAMS AND PUBLIC AWARENESS CAMPAIGNS.**
 - **WORKS CLOSELY WITH THE LEADERSHIP TEAM TO CRAFT SENSITIVE AND CONFIDENTIAL COMMUNICATIONS RELATED TO CRISIS COMMUNICATIONS, CLIENTS, POLITICAL AND LEGAL BRIEFS.**

Insert Finalized Date



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OGWADENI:DEO
Taking Care of Our Own

- IN CONJUNCTION WITH THE EXECUTIVE DIRECTOR COORDINATES THE AGENCY'S RESPONSE TO MEDIA AND COMMUNITY ON CONTENTIOUS ISSUES AND EXTERNAL INITIATIVES RELATED TO ADVOCACY AND PUBLIC AWARENESS.
- IN CONJUNCTION WITH THE EXECUTIVE DIRECTOR, RESPONDS TO INQUIRIES FROM STAFF, THE MEDIA, THE PUBLIC AND OTHER ORGANIZATIONS REGARDING INFORMATION, PUBLIC RELATIONS AND MEDIA RELATIONS INCLUDING SOCIAL MEDIA.
- ASSIST WITH THE DEVELOPMENT OF SERVICE RECIPIENT SURVEYS REGARDING SERVICE PROVISION
- ASSIST WITH THE DEVELOPMENT AND COMPLETION OF COMMUNITY SURVEYS, FOCUS GROUPS, AND INFORMATION SESSIONS.
- ACT AS A LIAISON WITH OUTSIDE AGENCIES WHEN REQUIRED
- PROMOTES AND PROTECTS REPUTATION OF OGWADENI:DEO AND THE COMMUNITY.

- ASSIST WITH THE DEVELOPMENT AND IMPLEMENT COMMUNICATION STRATEGIES FOR THE ORGANIZATION AS REQUIRED
- PROVIDE SUPPORT AND ASSISTANCE IN THE DEVELOPMENT AND IMPLEMENTATION OF INTERNAL COMMUNICATIONS RELATED POLICIES
- LIAISE WITH DEPARTMENTAL STAFF FOR INFORMATION GATHERING, INFORMATION DISSEMINATION AND IN PRODUCTION OF COMMUNICATION MATERIALS
- PREPARE BRIEFING NOTES, UPDATES, MEMOS, NEWSLETTERS AND TYPES OF INTERNAL COMMUNICATION DOCUMENTS FOR REVIEW BY THE EXECUTIVE DIRECTOR.
- PROVIDE COMMUNICATION SUPPORT TO DEPARTMENTAL INITIATIVES
- PROVIDE ASSISTANCE TO DEPARTMENTS IN COMMUNICATING AND COORDINATING PUBLIC EVENTS INVOLVING VISITING DIGNITARIES, OPENING CEREMONIES, OPENING NEW FACILITIES, ETC
- ENSURE THE INFORMATION CONTAINED ON OGWADENI:DEO'S WEBSITE IS KEPT ACCURATE, TIMELY, AND RELEVANT
- REVIEW/PROOF ALL MATERIALS TO BE ENTERED ONTO THE OGWADENI:DEO WEBSITE
- PARTICIPATE IN THE CREATION OF ANY VIDEO CONTENT TO BE ADDED TO OGWADENI:DEO WEBSITE OR SOCIAL MEDIA ACCOUNTS
- MANAGE THE DAY-TO-DAY OPERATION OF OGWADENI:DEO'S SOCIAL MEDIA EFFORTS ACROSS MULTIPLE PLATFORMS

- ASSIST WITH SPECIAL PROJECTS AS REQUESTED
- ACTS AS A ROLE MODEL AND REPRESENTS AND PROMOTES THE OGWADENI:DEO PROGRAM IN A COURTEOUS, COOPERATIVE AND PROFESSIONAL MANNER
- PERFORM OTHER RELATED DUTIES AS ASSIGNED BY THE SUPERVISOR

KNOWLEDGE, EXPERIENCE & SKILLS REQUIRED

BASIC/MANDATORY REQUIREMENTS

- UNIVERSITY BACHELOR'S DEGREE FROM A RECOGNIZED POST-SECONDARY INSTITUTION, IN JOURNALISM COMMUNICATIONS, OR BUSINESS. OR
- SPECIALIZED POST-GRADUATE COLLEGE DIPLOMA IN PUBLIC RELATIONS, COMMUNICATIONS, JOURNALISM, OR BUSINESS WITH TWO TO THREE YEARS EXPERIENCE.
- TWO YEARS EXPERIENCE WORKING WITHIN A FIRST NATION ADMINISTRATION CONSIDERED AN ASSET
- MUST BE ABLE TO WORK FLEXIBLE HOURS
- MUST HAVE A VALID ONTARIO CLASS 'G' DRIVER'S LICENSE
- MUST SUBMIT A FAVOURABLE CRIMINAL REFERENCE CHECK AND VULNERABLE SECTOR SCREENING

Insert Finalized Date



KNOWLEDGE REQUIREMENTS

- **DEMONSTRATED ABILITY TO WORK WITH A VARIETY OF COMPUTER APPLICATIONS INCLUDING, MICROSOFT WORD, OUTLOOK, PUBLISHER, POWERPOINT AND ADOBE PUBLISHER ETC.**
- **MUST BE AWARE OF THE POLITICAL RELATIONSHIPS BETWEEN FIRST NATIONS AND THE FEDERAL AND PROVINCIAL GOVERNMENTS**
- **EXPERIENCE WORKING WITH VARIOUS TYPES OF SOCIAL MEDIA PLATFORMS**

ABILITY REQUIREMENTS

- **EXCEPTIONAL WRITING AND EDITING SKILLS, WITH THE ABILITY TO WRITE FOR MULTIPLE GENRES (PRESS RELEASES, WEB MATERIAL, SOCIAL MEDIA, NEWSLETTER, ETC.)**
- **EXCELLENT ORGANIZATIONAL SKILLS, INCLUDING THE ABILITY TO EFFECTIVELY SET PRIORITIES AND MULTI-TASK**
- **ABILITY TO DEVELOP AND MAINTAIN POSITIVE WORKING RELATIONSHIPS WITH KEY STAKEHOLDERS**
- **STRONG ANALYTICAL ABILITY AND ATTENTION TO DETAIL**
- **ABILITY TO PROVIDE EXTERNAL REPRESENTATION ON BEHALF OF AN ORGANIZATION IN A POSITIVE AND PROFESSIONAL MANNER**
- **DEMONSTRATED ABILITY TO WORK INDEPENDENTLY AND IN A TEAM ENVIRONMENT**
- **MUST BE TRUSTWORTHY, RELIABLE AND MAINTAIN CONFIDENTIALITY**
- **ABILITY TO DEVELOP AND MANAGE PROJECT DEADLINES**
- **MUST HAVE THE ABILITY TO WORK COOPERATIVELY WITH OTHER STAFF AND MANAGEMENT**
- **MUST HAVE THE ABILITY TO RELATE EFFECTIVELY TO COMMUNITY MEMBERS**
- **MUST HAVE EXCELLENT INTERPERSONAL SKILLS**
- **MUST HAVE STRONG CONFLICT RESOLUTION AND PROBLEM SOLVING SKILLS**

SPECIFIC WORKING CONDITIONS & REQUIREMENTS

- **WORK REQUIRES A HIGH DEGREE OF INTERACTION WITH OTHER DEPARTMENTS, AND EXTERNAL ORGANIZATIONS AND INDIVIDUALS. SUBJECT TO DEMANDS, DEADLINES, SOME STRESSFUL SITUATIONS AND INTERRUPTIONS; NEED TO PRIORITIZE TASKS, MAINTAIN COMPOSURE IN DEMANDING SITUATIONS, AND MAINTAIN CONFIDENTIALITY. A FLEXIBLE WORK SCHEDULE IS REQUIRED.**