



Anishinaabe Abinoojii Family Services

EMPLOYMENT OPPORTUNITY: External Posting

Communications Officer

Contract Position to March 31, 2021 with Possible Extension

Location – Kenora

POSITION SUMMARY:

The Communications Officer is responsible for conveying internal and external messaging for Anishinaabe Abinoojii Family Services. This includes systematic planning, implementing, monitoring and revision of all channels of communication with the agency and between partner organizations. Additionally, required is the ability to form professional networks to work in collaboration for the benefit and positive communication outcomes for the agency and First Nations families it serves. The Communications Officer reports to the Director of Strategic Planning and Policy Analysis.

MAJOR DUTIES AND RESPONSIBILITIES

- Monitoring and updating information related to legislation and policies
- Develop, write and edit marketing and communications materials, including press releases, position statements, newsletters, blog posts and social media content
- Ensure that all communications and marketing material aligns with AAFS mission, vision and objectives
- Promote communications and marketing materials through appropriate social channels
- Track analytics and create reports detailing successes and failures of communications campaigns
- Maintain digital media archives including photos and videos
- Work with communications team members to conceptualize and implement communications strategies and campaigns
- Develop escalation protocols for managing communication crises, should they arise
- Frequently update & maintain different social media platform for our organization & our internal portals and website
- Work with Board and Directors in leading for preparation of AGM reports.
- Conduct research internally (staff members, Board of Directors, Elders, Child in care) or externally (Market research) as required by different program requirements or requested by management team.

QUALIFICATIONS

- Bachelor's Degree with a minimum of three years applied practice and working experience in a communications role and in a fast-paced environment within a social-services setting. A combination of education with extensive knowledge and proven skills can be considered;
- Extensive working experience on a variety of media platforms, ability to formulate and disseminate information in a positive manner;
- Knowledge of the Child, Youth and Family Services Act and Regulations;
- Understanding of the Child Protection Standards for Ontario;
- Knowledge of the structure and operations within the territory, its member First Nation communities including tribal and external service agencies;
- Ability to work flexible hours;
- Must possess a valid Ontario G Driver's License and be willing to travel;
- Must provide a clear Vulnerable Sector Check and Driver's Abstract; and
- Ability to speak Anishinaabemowin is preferred and a definite asset.

WORKING CONDITIONS:

Normally performed in a typical interior office environment generally working at a set schedule of standard business hours, located in the offices of AAFS. The position will require sitting for long periods of time at a desk, perhaps sharing a work space with other colleagues. The incumbent will be required to work in an atmosphere adhering to strict deadlines and at times consisting of repetitive duties that may involve a computer, website, telephone and faxing requirements. Periodic travel is also required.

Salary Range: \$63,938 – 78,471 (due to salary review, salary range has been revised since original post)

AAFS welcomes and encourages applications from peoples with disabilities.
Accommodations are available upon request

IF THIS EXCITING OPPORTUNITY INTERESTS YOU, PLEASE SUBMIT YOUR RESUME WITH COVER LETTER QUOTING FILE #CO20210108 to:

Manager of Human Resources c/o 20 Main Street South, Kenora, Ontario P9N 1S7
Fax: (807) 548-1345 or by Email: AAFS.HumanResources@aaafs.ca

All interviewees must submit a current Vulnerable Sector Check and Drivers Abstract at time of interview.

DEADLINE TO SUBMIT APPLICATION IS: FRIDAY, JANUARY 8, 2021 @ 4:30PM