

SERPENT RIVER FIRST NATION

195 Village Road
Cutler ON, P0P 1B0



Telephone: (705) 844-2418
Facsimile: (705) 844-2757

EMPLOYMENT OPPORTUNITY

Communication Specialist

Permanent Full-Time

Under the direction and supervision of the Director of Operations the Communications Specialist works within a team environment to support Chief and Council and all SRFN Departments and will be responsible for maintaining all communications in print, media, and social media.

DUTIES:

- Work with the team to develop and implement a communications policy that incorporates existing communication processes, and policies.
- Is responsible for the creation and implementation of a Communications Strategic Plan
- Coordinates annual reviews and updates the Strategic Plan as required.
- Works with assigned departments as their communications representative.
- Reports on community events through submission of articles, pictures, and interviews.
- Coordinate activities for quality distribution of a community-based newsletter at a minimum every two months.
- Develops all communication materials including news releases, letters, events, bids and tenders, newsletters, social media communication materials, etc.
- Capturing of video footage, editing video, and distributing on various platforms.
- Work with team on coordination and preparation of an annual report for the AGM /community forum.
- Work with the Director to measure the effectiveness of all communications initiatives and campaigns and provide quarterly reports on results.
- Network and build relations with various media outlets and contact to proactively promote issue driven messages and news releases.
- Research and monitor First Nations news stories and information and distribute to management, staff, First Nation's leaders, and staff via e-newsletter.
- Develop and implement a branding or image for all organizational printing, displays, promotions, advertising, communications, and events.
- Work with webmaster to update content of Serpent River First Nations website consistent with up to date information and in consultation with department Director's and Program Managers.

- Work with the team on all media channels to coordinate the delivery with the website as the central hub.
- Learn how to use and perform print jobs on in-office equipment.
- Maintain a library of branding and promotions material.
- Remain informed of issues affecting Serpent River and community members and tribal council affiliation.
- Build and maintain a digital and document filing archival system of information, images related to communications services of Serpent River First Nation
- Research new and existing documentation relevant to advancing communication efforts, issues and concerns and professional development.
- Perform other related duties as assigned.

QUALIFICATIONS:

- Post-secondary diploma/degree in communications, journalism with equivalent experience.
- Minimum two years' direct experience in communications.
- Superior grammatical and written skills, for reports and articles.
- Superior skills with IT tools such as Adobe Creative Suite, CANVA and MS Office.
- Excellent relationship building skills
- Ability to work as a team in a fast-paced environment
- Must provide a clear CPIC
- Knowledge of the 7 grandfather teachings

Don't meet every qualification?

If you are excited about this position and meet most, but not all, of the listed qualifications, please still consider applying. We recognize that no one person might have every qualification in this job, and you just might be the right candidate!

Qualified Serpent River First Nation members or Indigenous applicants will be given priority consideration.

Late or incomplete applications will not be considered. We appreciate your interest, however, only those selected for an interview will be contacted.

Interested applicants **MUST** submit a cover letter, resume, and three references from recent employment direct supervisor/manager

Attn: Human Resources – Communication Specialist
 195 Village Road, Cutler Ontario, P0P 1B0
 Fax: 705-844-2757

Email: hr.jobs@serpentriverfn.com

By April 24, 2026 at 4:00 pm or until filled