

Communications Officer

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Deadline for Applications: Open until filled

Keewaytinook Okimakanak Board of Education (KOBED) services the following First Nation schools in Northwestern Ontario:

- Wasaho Cree Nation School, Fort Severn;
- Deer Lake First Nation School, Deer Lake;
- Keewaywin First Nation School, Keewaywin;
- Ahgwahbuush Memorial School, Poplar Hill;
- Victoria Linklater Memorial School, North Spirit Lake;
- Keewaytinook Internet High School (KiHS); and
- Working in close collaboration with KOSSS and K-Net Services

Keewaytinook Okimakanak Board of Education is currently searching for a **0.5 Communications Officer**. Reporting to the Director and Manager, the Communications Officer will be responsible for developing and implementing a Communications Plan for our growing organization.

This contract is a one-year term, open to renewal pending funding. KOBED offers competitive salary, based on experience and education, and is a contributing member of the Ontario Teachers' Pension Plan.

Qualifications and Skills:

- Education in Communications, Journalism, Public Relations, Marketing and/or equivalent combinations of education, training and experience will be considered.
- Exceptional understanding and application of the English language and demonstrated ability to edit and proofread others' work
- Knowledge of local media, work in public or media relations
- Be organized, have an eye for detail, be able to do self-guided work and be a self-starter
- Able to work collaboratively in a team environment
- Demonstration of ability to develop a detailed Communications Plan
- Ability to communicate (oral/written) in a First Nation language an asset (Cree, Ojibway and/or Oji-Cree)
- Direct experience working with First Nations organizations an asset
- Additional computer, design and photography skills
- Knowledge of website administration
- Event planning and management an asset

Key Responsibilities:

- Developing and implementing an internal and external Communications Plan
- Serve as the lead editor for all internal and external communication, including a quarterly newsletter and Annual Report
- Develop and maintain a presence on social media platforms
- Write and send press releases, news articles, arrange interviews and identify opportunities to proactively promote KOBED and KO school work
- Oversee the design of promotional and marketing materials (brochures, pamphlets, advertising, presentations)
- Manage and update website content

- Build relationships with contacts within the communities to assist with distribution of information
- Possible travel to the KO communities to support KOBE or school initiatives
- Other duties as assigned.

Individuals interested in this position are encouraged to submit their resume and cover letter with three recent employment references (including a letter of permission for KOBE to contact these references) to: resumes@edu.knet.ca.

resumes@edu.knet.ca

KOBE would like to thank all candidates for their interest, however, only those selected for an interview will be contacted.