



Job Posting (Full-time/Permanent) Communications Manager

The overall strategy of Opaskwayak Cree Nation (OCN) is to plan for a more successful, self-sufficient and healthy community. This is the evolution of OCN's vision of progress and independence through the combined innovative approach and intuition of past leadership and the knowledge of current leaders to secure financial resources through long-term investments for the benefit of future generations.

Job Summary:

Reporting to the Office of the Onekanew mena Onushekewuk, the Communications Manager is responsible for ensuring internal and external communications are consistent with the strategic objectives and overall vision of Opaskwayak Cree Nation. The ideal candidate will be eager to tackle the challenges of developing content that helps build brand recognition. The individual will have the ability to think about communications at all levels, including locally, regionally, provincially, federally and globally.

Roles and Responsibilities:

The Communications Manager will effectively oversee development and implementation of strategic communications activities including but not limited to:

- Develop a long-term communications strategy/action plan for OCN.
- Lead communications initiatives for a variety of audiences both internally and externally.
- Engage in regular dialogue with our membership, leadership, administration, and other stakeholders including media, to maintain an understanding of the current issues and challenges that affect our community.
- Participate in OCN leadership, senior staff and community meetings with the mindset to develop action plans based on feedback.
- Create and disseminate communications materials in response to the stories and updates of news/information within OCN.
- Ensure all material meets business and stakeholder requirements in a timely, consistent (branding), and culturally appropriate format that honours our Cree values and traditions.
- Writing, proofreading, and editing for a wide variety of written and presentation materials.
- Coordinate press conference and media events including distribution and regular updates are provided for journalists.
- Ensure that publications are printed and updated in a timely and consistent manner.
- Maintain and update OCN's social media presence by gathering, photos, etc. for Facebook, Twitter, and Instagram.
- Work with leadership to determine the best approach to website development and maintaining it long-term.
- Provide communications assistance and advise to OCN members when required.
- Work on advertising and marketing strategies to incorporate as part of the communications strategies
- Responsible for gathering and archiving news stories related to OCN.
- Retain thorough records of all communications activities including providing monthly, quarterly, and yearly reports when requested.

We are looking for creative individuals who are:

- Creative and courageous, with the ability to manage in an environment of change and ambiguity to help us take bold, strategic moves in this rapidly evolving community.
- Highly organized with an ability to work both independently and in demanding environments.
- Able to analyze situations, evaluate alternative solutions and give sound advice.
- Collaborative team players with superior influencing skills that have the natural ability to build relationships easily across all stakeholder groups to ensure initiatives move forward in a good way.
- Skillful at managing multiple projects and priorities on a strict deadline.
- Action oriented, and comfortable taking calculated risks to better serve our members, leadership, and administration.



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We are looking for creative individuals who are (cont'd):

- Outcome focused, critical thinkers with the ability to analyze and visualize, to ensure continuous improvement across our entire nation on all business and social fronts.
- Inclusive leaders that will build and develop teams that deliver strong performance and are effective at communicating in a timely and consistent way.
- Adaptive and willing to expand capacity of responsibilities as the job requires.
- Driven to be easily understood and most effective by their highly developed written, verbal communication skills and interpersonal skills.

Education and/or Equivalent Experience:

- Bachelor's degree in creative communications, journalism, public relations, marketing or equivalent (will consider college level training if its three years or more).
- 10 years or more experience in a role that aligns with any one or more of the following fields stated above.
- At least two years' experience working within an Indigenous organization or an organization with a mandate that serves the best interests of Indigenous people.
- Social media and website development training would be ideal.

Assets and Considerations:

- Thorough understanding of First Nation treaty, inherent and Aboriginal rights as well as a strong background in understanding Indigenous issues.
- Knowledge of relevant legislation, policies and procedures related to media.
- Research skills, including both historic and current knowledge of OCN.
- Team player, with a track record of achievements in developing communications projects in a deadline-driven and budget-conscious environment.
- Willingness to travel and possess a valid driver's license.
- A basic understanding of speaking, understanding, reading and writing in Cree.

Salary to commensurate with education and experience.

Priority will be given to people with Aboriginal ancestry that meet the requirements.

Deadline: Wednesday, April 3, 2019 at 4:30 pm

How to apply:

Should you be interested in this position, please email, mail or drop cover letter and resume to:

Courtney Hester, Personnel Administrator

P.O. Box 10880

Opaskwayak, Manitoba R0B 2J0

Phone: 204-627-7100

Fax: 204-627-7063

E-Mail: courtney.hester@opaskwayak.ca

We thank you for your interest in wanting to work for the Opaskwayak Cree Nation. However, only those individuals that are qualified will only be contacted for an interview.