

## **FIRST NATION OF NA-CHO NYAK DUN (FNNND)**

**Position Title:** Communications Officer  
**Department:** Administration  
**Supervisor:** Governance and Justice Director  
**Date:** April 2022  
**Status:** Full Time Regular  
**Classification:** Level 6

### **Job Summary**

Reporting to the Director of Governance and Justice, the Communications Officer position is responsible for the development and implementation of FNNND's internal and external communication strategies. The incumbent is responsible for promoting and protecting the organizations reputation by developing and executing media relations and public relations strategies and plans for branding, citizen services and self-government promotions, external and internal communications, and governance corporate affair correspondence initiatives, as directed.

### **Main Duties**

- Assist in developing, implementing and measuring external and internal communication plans;
- Manage day-to-day media relations/ media requests for government issues;
- Collaborate with supporting departments in a timely manner to determine appropriate media responses;
- Develop written materials including press releases, Q&A, media standby statements on Government issues as required;
- Create and implement citizen engagement strategy;
- Draft and maintain approved Communications Policy and Standard Operating Procedures for presentation;
- Build relationships with key media contacts and identify opportunities to proactively advertise and promote FNNND stories, initiatives and projects to media as appropriate and evaluate the effectiveness based on results;
- Provide guidance and direction to media agency partners and review all materials to ensure communication is accurate, relevant and consistent with the FNNND communications plan and overall governmental organizational messaging and positions;
- Provide guidance to ensure coordination and communication of messages/news to both internal and external audiences;
- Lead responsibility for all internal communications initiatives;
- Develop, implement and manage online external communications strategy ensuring alignment with internal communications strategy and that it includes day-to-day content development strategy and functional enhancements (i.e. FNNND Website and Facebook Social Media);
- Serve as senior editor and provide communications content for Intranet;

- Liaison and collaborate with departmental staff and cross-functional groups in community as needed and help provide creative solutions to communication problems; and
- Other duties as required.

### **Qualifications**

- Bachelor's degree in Communications, Public Relations, Journalism, English or equivalent experience;
- Strong working knowledge of communication principles and practices;
- Minimum of 5-8 years' experience in Communications and/or public relations agency; and/ or
- Grade 12 Diploma with administrative skills.

### **Knowledge and Skills**

- Must possess excellent oral, written and interpersonal communication with strong writing and editorial abilities;
- Knowledge of or demonstrates ability to quickly acquire knowledge of the programs, regulation and procedures of the Umbrella Final Agreement (UFA), Self-Government Agreement (SGA) and other relevant legislation;
- Working knowledge of Microsoft Word, PowerPoint, Excel, internet, wire services, media monitoring software, and other public relation tools;
- Must possess strong project management skills;
- Must be able to meet tight deadlines and execute flawlessly on projects in a fast-paced, often pressured environment and see a project through to completion;
- Must have the ability to be an influential communications consultant within the organization;
- Must be capable of maintaining confidentiality, with a high level of accuracy regarding information;
- The ability to develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all levels of employees is critical; and
- Ability to work in a developing, culturally unique government setting.

### **Decision-Making**

The position receives strategical direction and priorities from the Director. The position will be developing internal and external communication strategies plan(s) and devising courses of action, systems and program initiatives. The decisions and direction provided by this position has a significant impact on the organization. The position is responsible for ensuring direction, goals and objectives are met through effective administration of media and public relations. Poorly thought out decisions or recommendations can impact the FNNND Government reputable position among internal and external stakeholders.

### **Impact/ Accountability**

This position has full accountability for the effectiveness of day to day administration of external and internal communication plans and media relations ensuring activities meet the requirements of relevant legislation and regulations, communication principles and

practices, and initiative directive; therefore, tact, diplomacy, and judgment can directly impact the overall FNNND Government public relations.

**Key Personal Contacts and Nature of Contact**

Who	Nature of Contact
Elders	Traditional cultural rules apply.
FNNND Citizens	May be required to share, attain information and consult with.
Executive Director and Council	May be required to exchange information and consult with as directed.
Governance and Justice Director	Will receive direction from and report to.
Staff	Will be required to exchange, engage and attain information for external and internal communications.
External Stakeholders	Will be required to exchange, engage and attain information for public relation communications.

**Positions to Supervise**

Must be willing and able to mentor, train a seasonal summer student or temporary assistant to capacity build.

**Working Conditions**

- There may be requirement for overtime to meet deadlines, be able to fully concentrate on several tasks at once, be capable of quick responses in emergency situations and be able to handle engaging with multiple parties;
- Travel may be required;
- Duties may require intense mental concentration and ability to attend and conduct presentations;
- Manual dexterity required to use desktop computer and peripherals;
- Lifting or moving up to 10lbs may be required; and
- Incumbent may deal with emotional or upset individuals when attaining applicable information.

**Conditions of Employment**

- Oath of Confidentiality and Code of Conduct and other NND Policies as required; and
- Valid Class 5 Driver’s License and Abstract.