



## INDEPENDENT FIRST NATIONS ALLIANCE

### Job #175 Communications Manager

Location: IFNA Thunder Bay Office (onsite)

Department: Strategic Initiatives

Type of Role: Full-Time Term

IFNA is seeking a communications professional to lead the Communications Department during a maternity leave of 12 to 18 months. This could be a unique career advancement opportunity for an up and coming professional or a legacy project for those approaching retirement. As a rapidly growing tribal council, we offer opportunities for career growth, professional development and advancement and hope to offer further employment opportunities at the end of the term.

This role encompasses a diverse range of responsibilities, requiring exceptional professional skills and a creative, strategic mindset. You will lead a team of professionals, coordinate communication efforts across departments, and play a crucial role in enhancing our public image. The role will report to the Chief Executive Officer.

#### Responsibilities:

- Develop and implement strategies that align with IFNA's mission and enhance our public image.
- Oversee content production and create an editorial calendar across various channels.
- Prepare and produce materials for corporate activities and events.
- Write and distribute press releases for initiatives, milestones, and crisis communications.
- Create and edit content for print and digital formats (website, brochures, newsletters, social media, etc.).
- Ensure all promotional materials adhere to brand identity standards.
- Resolve issues with content promptly and professionally.
- Serve as the media and public point of contact.
- Monitor social media and online presence, tracking campaign statistics and analytics.
- Report on the effectiveness of communication strategies, providing and actioning insights for improvement.
- Support strategic planning across IFNA including keeping plans current.
- Lead the development and implementation of the Communications strategic plan/work plan.
- Supervise and lead the Communications team, promoting collaboration and creativity.
- Foster strong performance, aligning individual goals with team objectives.
- Provide daily communications support to IFNA departments, ensuring consistency with organizational messaging.
- Coordinate logistics for quarterly Chiefs meetings, including video recording, minutes, materials, and board resolutions.
- Ensure meeting protocols are followed.
- Organize meetings, press conferences, and presentations.



## Position Requirements:

- Bachelor's Degree or diploma in Marketing, Communications, English, Public Relations, or Journalism.
- 3-5 years of communications experience with proficiency in writing, strategy, and public relations. Skills and website development and graphic design are an asset.
- Strong communication skills demonstrated in relevant industry roles.
- Proven leadership ability to set clear expectations and meet deadlines.
- Ability to work independently while collaborating with team members, departments, and leadership.
- Strong time-management and organizational skills.
- Full G drivers licence with clear driving abstract and access to a vehicle.
- Criminal Record Check with Vulnerable Sector Check.
- Up to date on all required vaccinations or valid medical exemption.
- Knowledge of Indigenous history, traditions, and beliefs with the capacity to incorporate cultural values in service delivery. Ability to speak Anishininimowin (Oji-Cree) or Anishinaabenowin (Ojibwe) is an asset.
- Familiarity with Indigenous communities and experience working in Indigenous organizations.

*Note: Flexibility is key at IFNA. You may occasionally cover tasks outside your role, ensuring comprehensive support for our organization's mission.*

**Why Join IFNA?** If you're ready to be a part of making a meaningful difference in your job, apply now to join our team! We welcome individuals with the compassion and courage to support the capacity development and well-being of our member communities.

**Salary Range:** \$70,000 – 80,000

**Estimated Start Date:** January 27, 2025

**Schedule:** Regular hours from Monday to Friday with some weekend, overtime and on-call availability on occasion.

**Submit your resume and cover letter** outlining your relevant experience and why you are the ideal candidate for this position to [recruitment@ifna.ca](mailto:recruitment@ifna.ca) identifying **Job #175**. We look forward to welcoming you to our team!

**Deadline:** Position will be open until filled.

*Please note that only candidates under consideration will be contacted.*

*We value diversity and encourage individuals from Indigenous backgrounds to self-declare, as preference may be given to candidates with such backgrounds in line with our commitment to inclusivity and community representation.*