

WAABIGONII ZAAGA'IGAN

Wabigoon Lake Ojibway Nation

Site 115, P.O Box 300, RR1

Dryden, ON P8N 2Y4

P: (807)938-6684

F: (807)938-1166



EMPLOYMENT OPPORTUNITY

Information Correspondent

FT/PT Position: 1 Full-time Contract Position

Location: Wabigoon Lake Ojibway Nation, ON

Reports To: Supervisor, Adaptive Phased Management Project

Closing Date: Friday, January 1, 2021

Overview of Project: The Nuclear Waste Management Organization (N.W.M.O) has entered into a Learn More Agreement and educational process with Wabigoon Lake Ojibway Nation (W.L.O.N) A substantial engagement process with W.L.O.N Chief & Council, Staff, and Community Members on and off reserve is required.

Summary: The Information Correspondent will oversee all internal and external communications in relation to the project, and is expected to be a strategic thinker that works well under pressure, can meet tight deadlines, and has meticulous attention to detail. The Information Correspondent will organize events in collaboration with the Liaison, APM Project in the community and champion language/Interpreter sessions as needed within the project.

Duties:

- Manage and prepare detailed media reports, press releases, newsletters, and project information materials.
- Keep up-to-date with relevant developments in the project.
- Arrange and coordinate press conferences and plan events as needed.
- Lead the communication, outreach initiatives, and planning as per the APM Supervisor & Liaison, APM Project.
- Maintain and catalogue all documents, presentations, training materials, manuals, and engagement materials.
- Monitor and engage social media communications.
- Develop and distribute advertisements regarding community meetings.
- Develop on/off reserve communication materials and distribute as required.
- Create surveys in collaboration with WLON staff and committees.
- Work with key internal staff to brainstorm content ideas that is in line with WLON's communication strategy.
- Evaluate results of communication campaigns and provide this information to relevant staff.
- Coordinate ceremonies with the WLON Liaison for the APM Project.
- Coordinate Anishinaabemowin program within the community for the APM Project.
- Coordinate WLON Interpreter sessions for the APM Project.
- Assists in organizing Focus groups with the Liaison, APM Project.
- Other duties as assigned.

Qualifications:

- Completion of Grade 12 diploma/G.E. D or equivalent.
- Bachelor degree or diploma in Communications, Journalism and/or Public Relations an asset.
- Must possess computerized videographer skills.
- Environmental knowledge and/or background, with knowledge of N.W.M.O's APM Project.
- Possession of a valid Class G Driver's License and have access to a reliable vehicle an asset.
- Must have knowledge of the Ojibway culture, language, traditions, ceremonies, and protocols.
- Strong communication skills, both written and oral, to communicate with a variety of organizations and at a variety of levels.
- Meticulous attention to detail and have a creative mindset.
- Must be willing and able to travel when necessary.
- Must be highly computer literate with capability in e-mail, Microsoft Office Suite, and related business and communication tools.
- Must have good attendance and strong work ethic.
- Self-motivated, organized, and able to work as a team member.

Please submit an updated Cover Letter, Resume, and 3 References by: **Friday, January 1, 2021 at 4:00 p.m.**

Applications can be submitted by e-mail to:

Wabigoon Lake Ojibway Nation

Attention: Human Resources

RR#1, Site 115, P.O. Box 300

Dryden, ON. P8N 2Y4

T: (807) 938-6684 F: (807) 938-1166

E-mail: humanresources@wlon.ca

LATE APPLICATIONS WILL NOT BE ACCEPTED.

MUST BE WILLING TO SUBMIT TO PRE-EMPLOYMENT DRUG TESTING.

WE THANK ALL APPLICANTS; HOWEVER, ONLY THOSE SELECTED FOR AN INTERVIEW WILL BE CONTACTED.