



## Employment Opportunity

The Southern First Nations Secretariat is now accepting applications for the position of:

### Communications Officer Assistant

(Summer Student)

- Eligible participants are aged 15 to 30 inclusively.
- Youth that ordinarily reside on reserve (may be temporarily off reserve for the primary purpose of seeking education).

**POSITION REPORTS TO:** Communications Officer

**WAGE/HOURS:** \$17.00/hour  
37.5 hours per week

**LOCATION:** This position offers the flexibility to work remotely from home

**POSITION SUMMARY:** The Communications Assistant will work closely with the Communications Officer to support the development and implementation of external and internal communication strategies for the Southern First Nations Secretariat (SFNS). This role will involve assisting in planning, executing, and measuring various communication initiatives, ensuring alignment with SFNS' vision, mission, and guiding principles.

#### DUTIES & RESPONSIBILITIES:

- Collaborate with external stakeholders to ensure a clear understanding of communication needs;
- Work with the Communications Officer to tailor messaging for different audiences and strategic goals;
- Aid in writing and producing quality content using content creation and editing software;
- Support SFNS events (workshops, conferences, information sessions, etc.) by ensuring appropriate promotion and marketing and other event support, as needed;
- Support the development and execution of external marketing and communication strategies, including content creation for various platforms such as annual reports, e-newsletters, press releases, social media, etc;
- Track analytics (such as views, clicks, shares, likes, etc.) to measure the effectiveness and efficiency of communication campaigns;
- Help identify, develop, and maintain key communication channels, adapting them to external trends and organizational needs;
- Collect and collate feedback into actionable points;
- Other activities as deemed necessary to the success of SFNS' communication strategy.



- Assist with other related duties/projects as required.

### QUALIFICATIONS:

- Previous work experience within a First Nation community/organization, an asset.
- Enrollment in a Post-Secondary degree or diploma in public or media relations, corporate communications, journalism, marketing or related field or equivalent work experience.
- Previous communications work experience, an asset.
- An understanding of conventions and purposes of specific marketing processes and methods;
- Advanced technical skills or ability to enhance, including website content management, photography, advertisement and graphic design, word-processing, spreadsheet and other advanced computer skills;
- Exceptional verbal and written communication skills;
- Exceptional organization and time-management skills and ability to prioritize multiple tasks to meet strict deadlines;
- Must have the ability to work independently or in a team environment.
- Excellent oral, organizational and written communication skills.
- **Applicants must be between the ages of 15-30 years of age, a full-time student and returning to school in the fall of 2024.**
- Must have access to reliable transportation.

**Closing Date:** Friday, April 19, 2024 at 4:00 p.m.  
Interviews are tentatively scheduled for Friday, April 26, 2024

**Length of Position:** 16 Weeks  
(May 6, 2024 – August 23, 2024)  
*Based on availability of funding. Start date is subject to change.*

Please submit via email a cover letter, resume, and three current written employment and/or character references to:

Kayla Martin, Communications Officer  
Southern First Nations Secretariat  
22361 Austin Line  
Bothwell, ON N0P 1C0  
Email: [communications@sfns.on.ca](mailto:communications@sfns.on.ca)

**Please clearly mark your subject line:  
"Confidential – Communications Officer Assistant (Summer Student)"**



Please ensure to include your contact information including phone number and email address in your cover letter/resume.

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*