



First Nations
FINANCIAL
MANAGEMENT
BOARD

CONSEIL
DE GESTION
FINANCIÈRE des
Premières Nations

Job Description

SUMMER PUBLIC AFFAIRS OFFICER

Summer 2022

Position Overview

Reporting to the Senior Public Relations Manager, or Director of Strategic Opportunities, the Summer Public Affairs Officer supports the creation of internal and external communications, ensuring its message is consistent and engaging for the targeted audience.

Accountabilities

- Supports the gathering, research, and preparation of corporate communications materials;
- Maintains calendars and media lists;
- Assists in organizing and execution of campaigns; Participates in brainstorming and planning sessions;
- Assist in tracking media coverage or Public Relations metrics;
- Builds and maintains strong relations with FMB Business lines;
- Strong understanding of our audience; ability to utilize key demographics to target communications efforts;
- Keeps aware of external partners/business environment and industry news;
- Supports preparation of marketing materials including presentation kits, direct mail, print and web advertising, newsletters, articles, blogs, e-mail campaigns, and internal marketing messages;
- Provides support maintaining FMB's social media channels, including content development monitoring, issues management and analytics;
- Undertakes general administrative and clerical duties.

Qualifications

- Must be aged 15 – 30 years to participate in the Canada Summer Jobs program;
- Must be a permanent resident of Canada, a Canadian Citizens or legally permitted and protected under the Immigration and Refugee protection during the period of employment;
- Enrolled or completion of a related Post Secondary program such as Communications, Marketing, English, Journalism, or relevant field as asset;
- Understanding of Public affairs and marketing concepts and practices;
- Willingness to follow industry trends and current methods;
- Experience working with Indigenous Governments, organizations and communities considered a strong asset;
- Excellent communicator with a strong command of written and spoken English; French language skills considered an asset;
- Demonstrated effective writing skills, content development and editing skills;
- Demonstrated strong understanding of digital and social channels;
- Well-organized, with the ability to work within deadlines; analytical mind with attention to detail;
- Ability to create visually appealing materials, graphic design skills are considered an asset;
- Effective working skills of Microsoft Suite and Adobe Products.

Work Conditions

- Two positions will be hired for this role. One position is based in West Vancouver, British Columbia and the other in Ottawa, Ontario. Remote work within the constituencies will be considered. Please apply online at <https://fnfmb.com/en/about-fmb/careers>.