



THE ALGONQUIN ANISHINABEG NATION LA NATION ALGONQUINE ANISHINABEG

*Abitibiwinni - Kebaowek - Kitcisakik
Kitigan Zibi – Lac Simon – Long Point - Wahgoshig*

JOB OPPORTUNITY * JOB OPPORTUNITY * JOB OPPORTUNITY Communications Officer (BILINGUAL)

Duration: Full time indeterminate
Place of work: Kitigan Zibi (Maniwaki, Québec), and/or possibly teleworking
Start date: May 2022
Salary: Class 5 - \$42,042 - \$58,164

Summary:

Under the direction of the Director General and in accordance with the policies orientations and priorities adopted by the Algonquin Anishinabeg Nation Tribal Council (AANTC), the Communications Officer will be responsible for researching information and writing the AANTC newsletter, press releases, speeches, letters to federal, provincial and municipal officials and other documents in both English and French and for updates to the AANTC website and AANTC Facebook page. The Communication Officer will also be required to translate documents for the administration, capacity building, technical and political sectors.

Mandatory Educational Requirements (in order of preference):

- University diploma in Journalism, Communications, Administration or other related field.
- College diploma in Journalism, Communications, Administration or other related field with a minimum of one year related work experience in communications.
- Experience with website content development, the internet, e-mail as well as the following software applications; Word, Excel, Publisher, Outlook, Power Point, etc.

Mandatory Requirements:

- Possess excellent oral, reading and comprehension of both English and French (MANDATORY).
- Must be able to provide quality translation of meetings and documents in both official languages.
- Must demonstrate excellent social skills to maintain contacts with staff members as well as members of the political sector.
- The ability to frequently summarize documents and presentations for the Director General and/or elected officials.
- Initiative is required to apply the best possible communication strategy to assigned projects.
- High degree of confidentiality and discretion.
- Ability to communicate in the Algonquin language would be an asset.

Deadline: All interested individuals must submit a cover letter, resume, names of two recent references and supporting documents via email.

Algonquin Anishinabeg Nation Tribal Council
Attention: Human Resources
81, Kichi Mikan, Maniwaki (Québec) J9E 3C3
Tel: 819-449-1225
Fax: 819-449-8064

E-mail: hr@aantc-ctnaa.ca

Please submit all required documentation since incomplete applications will not be considered.