



## JOB POSTING – REPOST

**Title:** Communications Assistant  
**Reports to:** Communications Officer  
**Terms:** 1 year contract  
**Hours:** 35 hours per week  
**Salary:** \$17.00/hour  
**Location:** Governance Building

**Job Summary:** Reporting to the Communications Officer, the Communications Assistant will provide administrative and technical support to various teams and programs within the administration of Saugeen First Nation#29. The successful candidate should be an excellent communicator with a strong attention to detail and some advertising or marketing experience.

### Duties:

- Help implement a communications strategy within the Administration and to our community members both on the First Nation and off the First Nation
- Track communications exposure and assist with community questions
- Assist with developing and updating website content including the various social media platforms
- Gather relevant information and draft monthly community newsletter for review
- Assist with drafting posters, brochures, booklets, and other flyers for community release
- Assist with presentation material for community engagement sessions
- Assist with audio and video recorded sessions
- Provide communication support to all departments and programs
- Other duties as needed

### Skills/Knowledge:

- Excellent communication skills
- A strong attention to detail
- Knowledge of Microsoft Office applications and Adobe programming
- Strong time management, organizational and problem-solving skills
- Ability to manage multiple tasks simultaneously
- Knowledge of various social media tools and techniques

### Qualifications:

- Grade 12 O.S.S.D. or G.E.D. Equivalency
- Experience in Communications, Marketing or Office Administration is an asset
- Valid 'G' License is an asset but not required

### Applicant MUST Include:

- Current cover letter & resume
- Three letters of references on a company letterhead (one must be current or most recent employer)

**DEADLINE DATE: Tuesday, June 28, 2022 @ 4:00pm**  
**(\*\*No Late Applications Accepted\*\*)**

**Only qualified applicants will be contacted for an interview**  
**\*\*\*Please bring portfolio examples\*\*\***

**Qualified Saugeen First Nation members will be given priority**

### Applications will be received:

**Office:** Human Resources Dept, (519) 797-1224, Extension 1110  
**By E-Mail:** [tina.jacobs@saugeen.org](mailto:tina.jacobs@saugeen.org)  
**By Mail:** HR Dept, 6 Cameron Drive, Southampton, ON N0H 2L0