



## EMPLOYMENT OPPORTUNITY

### Mnaasged Child and Family Services

<b>POSITION TITLE:</b> Communications Officer	<b>CLASSIFICATION:</b> Permanent Full-time
<b>CLOSING DATE:</b> Friday, February 14, 2025 @ 4:30	<b>SALARY:</b> \$75,000 - \$95,000 (based on experience)

#### **GENERAL DESCRIPTION**

Reporting to the Executive Director, the Communications Officer is responsible for providing expertise and public relations leadership to Mnaasged Child and Family Services (MCFS). The position will plan, develop and disseminate key messaging from MCFS business leads and committees to member-communities (members). Additionally, the Communications Officer will circulate various content to members through a variety of communication vehicles, both existing and new. Significant emphasis will be placed on creating an Agency website to increase its contribution to member communications.

#### **RESPONSIBILITIES:**

##### **Communications**

- Lead in the development of a member-focused communication strategy
- Lead internal change management initiative for new member communications processes
- Work with the Executive to plan, develop key messages, determine distribution strategies for organizational MCFS communications to members
- Aid in development of key messages for MCFS projects prior to communication to members
- Coordinate the dissemination of this content through multiple platforms, including social media, targeted "member-only" newsletter(s), and MCFS website
- Support MCFS staff in distributing member content, including editing, formatting and distributing

#### **QUALIFICATIONS**

##### **Education:**

- Honours degree from a recognized university, with an emphasis on communication and public relations, or acceptable combination of education, training and experience

##### **Knowledge and Experience:**

- A minimum of three to five (3-5) years of progressive experience in communications
- Five (5) years or more of Child Welfare experience
- Experience working with Indigenous communities
- Respect for, sensitivity towards as well as knowledge and understanding of Anishinabek, Lunaapeewi and Haudenosaunee culture and traditions

##### **Skills and Abilities:**

- Superior written communication skills to write and edit briefing notes, reports, and other documents
- Strong interpersonal, listening, oral communications and collaboration skills to create close working relationships with colleagues in other departments, ANCFSAO member-agencies and media
- Ability to multi-task in a fast-paced environment and respond quickly and professionally under pressure and in crisis situations

##### **Other Requirements:**

- Must provide a clear recent Police Records Check with Vulnerable Sector Check, Consent to a Child Welfare check
- Must have a Class 'G' Ontario Driver's License, access to a vehicle and the ability to travel
- Must have \$2M automobile insurance
- Must provide a three-year uncertified Driver's Abstract
- May be required to work overtime or work flexible hours from time to time

For a full job description, please Contact Carol Antone, HR Developer at [hr.developer@mnaasged.com](mailto:hr.developer@mnaasged.com)  
519 289-1117 ext. 237

**Mnaasged gives preference to any First Nation applicants for any employment opportunities as per Section (16)1 of the Canadian Human Rights Act.**

**Please forward your cover letter, resume and 3 working reference letters to:**

**Human Resource Department  
Mnaasged Child and Family Services  
311 Jubilee Rd. Muncey, ON N0L 1Y0  
[confidential.hr@mnaasged.com](mailto:confidential.hr@mnaasged.com)**

**Only those selected for an interview will be contacted**