



**Couchiching First Nation**  
**Announces a Career Opportunity for an**  
**COMMUNICATIONS DIRECTOR**  
*(Internal/External posting)*

Couchiching First Nation is seeking a motivated, resourceful individual who has the vision, innovation, and dedication to employ as the Communications Director.

The Communications Director will be a contract position to March 29<sup>th</sup>, 2020 with the possibility of an extension. The Communications Director will report directly to the Executive Director. The successful candidate will become familiar with all the flood and land claims that involve Couchiching, and will be responsible for executing, and evaluating, all communications with the membership, and Chief and Council, according to the work plan.

**QUALIFICATIONS AND REQUIREMENTS:**

- Must have a high school diploma or equivalent;
- Must have excellent written and verbal communication skills;
- Must have knowledge and experience with computers, programs and different soft ware.
- Must be well organized and maintain a good filing system.
- Must have access to a vehicle and a valid driver's license, with a clean Driver's Abstract.

**RESPONSIBILITIES:**

- Manage documents related to the flood and land claims (both litigation and negotiations);
- Complete comprehensive versions of complex documents;
- Track and report on project milestones and provide status reports to the Executive Director and Chief and Council when required;
- Communicate with the Federal Government and the Province of Ontario as outlined in the funding agreements.
- Monitor the progress of the various projects and make adjustments to ensure the successful completion of the work plan;
- Developing a plan for fuller engagement of the membership utilizing the internet, websites, radio, and video streaming, where possible; and
- Other duties that may be assigned by the Chief and Council, or the Executive Director, from time to time, as it relates directly to your Job Description duties.

**SALARY:**

Commensurate based on qualifications and experience.

**TO APPLY:**

Applications can only be forwarded in person, by Postal Mail, E-Mail or by Fax addressed to:

**ATTENTION: Amanda French, Human Resources**  
**Couchiching First Nation Administration Centre**  
**RMB 2027 R.R#2**  
**Fort Frances, ON P9A 3M8**  
**Fax: (807) 274-6458**  
**Email: cfnhr@vianet.ca**

**APPLICATIONS must include:**

- A cover letter with resume that includes three (3) professional references; and
- Written authorization to contact references

**DEADLINE:**

Applications must be received no later than September 20<sup>th</sup>, 2019 at 3:30p.m. (C.S.T)

Only those applicants granted an interview will be contacted. Late applications will be returned unopened.

This is a Shooneyaa Wa-Biitong funded position, so only Couchiching First Nation Band member may apply.