



**ALGONQUINS OF ONTARIO CONSULTATION OFFICE
STRATEGIC COMMUNICATIONS COORDINATOR**

JOB DESCRIPTION

(Contract Up to One Year – Maternity Leave Position)

Fall 2016

Qualified candidates are invited to submit their applications
no later than 4 p.m. on Thursday, October 20, 2016 to:

Executive Director
Algonquins of Ontario Consultation Office
31 Riverside Drive, Suite 101, Pembroke, ON K8A 8R6
Email: algonquins@tanakiwin.com or Fax: 613-735-6307

We thank all candidates for their interest, however, only those selected for
an interview will be contacted.

GENERAL BACKGROUND

The Algonquins of Ontario (AOO) are on a journey of survival, rebuilding and self-sufficiency – a journey of reconciliation. This journey began nearly 250 years ago when the first Algonquin Petition was submitted to the Crown in 1772. Today, the AOO are comprised of the following ten Algonquin communities:

- Algonquins of Pikwakanagan First Nation
- Antoine
- Bonnechere
- Greater Golden Lake
- Kijicho Manito Madaouskarini
- Mattawa/North Bay
- Ottawa
- Shabot Obaadjiwan
- Snimikobl
- Whitney & Area

Based on a Protocol signed in 2004, these communities are working together to provide a unified approach to reach a settlement of the Algonquin land claim. In July 2009, the AOO, Canada and Ontario entered into a *Consultation Process Interim Measures Agreement*. This Agreement sets out a one window approach for Canada and Ontario to consult with the Algonquins of Ontario on proposed activities or projects in Algonquin Territory while the Treaty negotiations are ongoing. The AOO Consultation Office in Pembroke serves as this one window.

The AOO are currently seeking an experienced, progressive and dynamic **Strategic Communications Coordinator** to provide a wide range of strategic, operational and capacity building services in support of the Algonquins of Ontario. These services include communications planning and implementation, strategic management of issues, coordination and production of communications initiatives and materials, as well as project management.

REPORTING STRUCTURE

The Strategic Communications Coordinator will work under the direction of and report to the Executive Director in support of the AOO Consultation Office.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities will include but not be limited to the following:

1. Lead the development and evaluation of communication and engagement strategies, procedures, and opportunities for knowledge exchange.
2. Research, write, edit and oversee the production of various communication materials, which may include: executive presentations, public announcements, organizational profiles, annual reports, news releases, backgrounders, brochures, fact sheets, web pages, newsletters, and advertisements.
3. Support the implementation of a strategic communications strategy, including the following tasks:
 - Creating standard key messages/talking points for the AOO
 - Developing and implementing effective communication strategies and tactics for a variety of audiences
 - Preparing individual communications plans for specific AOO initiatives
 - Writing briefing notes, speaking notes, press releases, and strategic communication articles
 - Researching story ideas and promotion opportunities
4. Provide the following media relations support:
 - Establish, strengthen and maintain relationships with external media as well as maintaining an up-to-date media contact database (television, radio, newspapers)
 - Develop proactive and integrated media relations strategies
 - Provide media relations advice and counsel, media training, news release writing, media distribution processes and media monitoring/issues tracking
 - Monitor media coverage of current events including the preparations of analyses on current issues, drafting letters to editors for local and mainstream print media, responding to media enquiries and coordinating interview requests with regard to AOO priorities
5. Maintain and implement changes to AOO website (www.tanakiwin.com) to ensure content is always current and up-to-date.
6. Assist in the coordination of workshops, conferences and meetings for internal and external audiences as appropriate.
7. Work individually and/or with other team members and outside consultants to develop additional communication tools as needs arise.
8. Manage a variety of multi-faceted projects undertaking independent research to support long and short term strategic initiatives.

9. Identify and formulate positions on broad issues for consideration of senior management and leadership.
10. Research and coordinate responses to inquiries coming into the AOO Consultation Office.
11. Provide a high level senior linkage between the AOO and other levels of Government, external partners, and other agencies, including:
 - Representing the AOO at external forums, locally and beyond
 - Developing linkages with industry, associations, other levels of government and public partners
 - Staying abreast of issues related to these organizations and serving as an ambassador and/or liaison for the AOO
 - Ensuring that the AOO are informed of applicable federal, provincial and external initiatives that are related to the AOO's goals and objectives

QUALIFICATIONS & REQUIREMENTS

1. Degree or Diploma in Journalism, Communications, Political Science, English or related discipline.
2. Minimum of 3 years experience in managing various projects of increasing complexity in communications and/or public relations.
3. Proven experience in leading strategic and proactive communications initiatives and creating effective communications plans.
4. Must possess in-depth understanding of how to communicate with different audiences, capture key messages and promote knowledge transfer.
5. Advanced ability to communicate effectively and concisely, both orally and in writing, including experience in public speaking and creating corporate communications tools, writing speeches as well as presentations and media releases.
6. Demonstrated understanding of media relations and communication strategies coupled with strong network of media contacts.
7. Advanced project management skills, including the ability to manage multiple projects successfully to meet desired outcomes.
8. Strong analytical, research and problem solving skills and exceptionally detail oriented.
9. Willingness to travel and to work outside of normal business hours when necessary.
10. Ability to deal with and securely store confidential information.
11. Demonstrated ability to deal sensitively with a wide variety of people and complex issues.
12. Ability to work independently, with good diplomatic and negotiation skills.
13. Experience working in an Aboriginal government setting will be considered an asset.

14. Knowledge of issues affecting the Algonquins of Ontario.
15. Proficient in Word, Excel, Outlook, PowerPoint and other Creative Suite software.
16. Experience with WordPress or similar software to update and manage website content.
17. Valid driver's license.

LOCATION

The Algonquins of Ontario Consultation Office is located at 31 Riverside Drive, Pembroke, Ontario.

Join Our Passionate Team!

By joining the AOO Consultation Office team, you are joining a cohesive group of professionals who are passionate about making a difference. Each role provides a rewarding opportunity to grow personally and professionally, gain valuable experience, and allows you to use creativity and innovation to contribute to our strategic goals.