

Ontario Aboriginal Lands Association (OALA)

EMPLOYMENT OPPORTUNITY

Position: Communication Strategist

The Ontario Aboriginal Lands Association (OALA), is a provincially registered not-for-profit organization that is Aboriginal-controlled, community-based, and membership-driven. OALA is dedicated to raising professional standards and capacity in First Nation land management.

OALA is seeking an experienced and driven individual to fill the position of Communication Strategist.

Position Summary:

The OALA Communication Strategist will support our internal and external communications strategy, write and distribute promotional material, respond to inquiries from the public, and coordinate OALA Events. The qualified candidate must be able to provide high-level communication and engagement, as well as technical services and outreach to the overall operations of OALA Members and non-members in the Ontario Region.

Under the immediate supervision of the Executive Director and secondary supervision of the Chair of OALA and or designate the Communication Strategist will:

- Collaborate with management to develop and implement an effective communications strategy based on OALA's goals and objectives to provide relevant service to their target audience
- Create and maintain website content that effectively communicates OALA's mandate and activities; which will provide OALA Members with easy access to relevant land management information and updates
- Create, edit, and publish annual reports, newsletters, and appropriate marketing material
- Stay abreast of new programs and services that will enhance the communications strategies of OALA
- Seek opportunities to enhance the profile of OALA through appropriate brand development
- Coordinate OALA events as required, this includes in person and online events
- Respond to inquiries, and act as spokesperson of the organization, promoting the mandate of OALA
- Build and maintain a close liaison with Indigenous Services Canada (ISC) to assist with networking, policy rollout, and best practices for distribution of communications, materials, or updates from ISC to First Nation Communities
- Assist in carrying out of the goals and objectives of OALA
- Promote the role of the Regional Lands Associations (RLA) throughout Canada, as well as the promotion and support of the National Aboriginal Lands Managers Association (NALMA).
- Encourage, support and market the Professional Lands Management Certification Program (PLMCP), and ongoing professional development for First Nation Land Managers in Ontario

Location: Kettle and Stony Point First Nation, Ontario (Telecommuting may be considered)

Employment Type: **Full-time** contract until March 31st, 2021 with a possibility of an extension
Start date is immediate. The successful candidate will be subject to a probation period as per OALA Personnel Policy

Language: Fluency in English (written, comprehension and oral)

Closing Date: **October 27, 2020 at 4:30 p.m.** – Eastern Standard Time (Late applications will not be accepted)

Annual Salary: \$45,000 (annually subject to availability of funds)

Job Description: Available upon request

Skills, Knowledge, and Competencies:

- Working knowledge of the Ontario Aboriginal Lands Association (OALA) Services and Members
- Knowledge of OALA's history, and relationship with NALMA
- Knowledge and experience with various social media platforms (Facebook, Twitter, etc.)
- Proficiency and experience in the use of the Microsoft Office and web-based software/hardware platforms (Word, Excel, PowerPoint, Outlook, Microsoft Edge, Google Chrome, WordPress, Constant Contact, Adobe Pro)
- Ability to maintain a database and filing systems for all relevant inquiries, referrals, reporting and evaluations
- Ability to work independently and make decisions under pressure
- Ability to prepare meeting minutes, briefing notes and internal support materials when required
- Candidate must be flexible, proactive, solution focused and adaptable to rapid changes in the daily work environment and be resourceful in solving problems for a positive outcome
- Ability to establish and maintain effective working relationships with other First Nation Organizations and Government
- Must maintain confidentiality and ensure legislated privacy requirements are met

Requirements:

- College Diploma in Journalism, Communications, Public Relations or related field
- Minimum 2-5 years relevant experience in a communications role
- Excellent interpersonal skills and creative thinking
- High-level communication skill (written and oral)
- Strong multi-tasking and time management skills
- Strong organizational and file management skills
- Must possess own transportation and a valid driver's license
- Willing to work overtime and travel including weekends and evenings when necessary
- Experience working with First Nations is an asset
- Being a Certified Land Manager is an asset
- Successful candidate will be required to provide a criminal record check as a condition of employment
- Submit two (2) current **signed and dated** letters of reference to accompany resume

Personal Suitability

Initiative; Effective Interpersonal Skills; Accurate; Team Player; Client Focus; Reliability; Organized, and Maintain Confidentiality

How to Apply: Mail or Email the following:

1. **Covering Letter**
2. **Resume**
3. **Two Current Signed and Dated Letters of Reference**

Send To: Jessica Pickett, Executive Director
 Ontario Aboriginal Lands Association
 9119 West Ipperwash Street, Unit B
 Kettle and Stony Point FN, ON, N0N 1J1
 Email: ed@oala-on.ca

Thank you to all applicants; however, only those selected for an interview will be contacted.