



EMPLOYMENT OPPORTUNITY

Position Title:	Communications Coordinator
Classification:	Full-time permanent (upon successful completion of probation)
Salary Range:	\$50,000 - \$60,000 (commensurate with qualifications and experience)
Start Date:	September/October 2026
Location:	Magnetawan First Nation, 10 Highway 529, Britt, ON P0G 1A0
Hours of Work:	Monday to Wednesday 8:00 AM – 5:30 PM, Thursday 8:00 AM- 4:30PM (or as projects and deadlines dictate)

Magnetawan First Nation is seeking a dynamic and detail-oriented Communications Coordinator to support all internal and external communications for the Nation. The successful candidate will manage the Nation's digital presence, support community engagement, and ensure accurate, timely, and culturally informed communication across all platforms.

QUALIFICATIONS

- Minimum 2 years of experience in communications, public relations, marketing, or social media management.
- Post-secondary education in Communications, Public Relations, Journalism, Marketing, or a related field (or equivalent experience).
- Strong writing, editing, and content creation skills.
- Experience managing websites, social media platforms, and digital communication tools.
- Excellent organizational, time-management, and problem-solving abilities.
- Knowledge of Anishinaabe culture, values, and traditions is an asset.
- Ability to work both independently and collaboratively in a multidisciplinary environment.
- Strong interpersonal skills and the ability to communicate clearly and professionally.
- Proficiency in Microsoft Office Suite.

DUTIES AND RESPONSIBILITIES

The following should not be considered an exhaustive list of duties.

- Lead initial communications priorities, including website updates, Facebook content management, and coordination of the VOIP landline system implementation.
- Develop and implement communications strategies that support leadership and departmental information needs.
- Research, write, edit, and publish newsletters, announcements, and digital content.
- Maintain a communications calendar to ensure consistent and scheduled content delivery.
- Engage with members and encourage participation through digital platforms.
- Support planning and promotion of community events and public information initiatives.
- Liaise with external service providers, designers, and app developers as required.
- Ensure content is culturally appropriate and aligned with MFN values and priorities.
- Evaluate communication tools, platforms, and strategies to recommend improvements.
- Perform other related duties as assigned.

SPECIAL REQUIREMENTS:

Confidentiality: The incumbent must maintain strict confidentiality in performing the duties. The incumbent must adhere to the Magnetawan First Nation Personnel Policy.

Travel: On occasion, some travel may be required.

Training: The incumbent must be willing to participate in professional training/conferences to develop and maintain knowledge, skills, and expertise necessary to achieve positive results.
A current **CPIC** with a vulnerable sector check is required.

A valid **Ontario Driver's license**.

Clean **drivers abstract**.

How to Apply: Interested applicants may apply, in confidence, by sending a cover letter, resume, photocopy of education diploma by mail, hand deliver or email to:

**Magnetawan First Nation
10 Regional Rd, Hwy 529
Britt, ON P0G 1A0
Email: recruiter@magfn.com**