



Sub office (Frenchman's Head)
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No. 28 (Kejick Bay)
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EMPLOYMENT OPPORTUNITY

Communications Coordinator (Digital Specialist)

Summary:

The Communications Coordinator – Digital Specialist reports to the Communications Manager and will work closely with LSFN's Program Directors and Events Coordinator. The incumbent will be involved in all aspects of the development and implementation of the Lac Seul First Nations internal and external communications strategies.

The Communications Coordinator – Digital Specialist is responsible for promoting, protecting, and executing the Lac Seul First Nations political and/or organizational interests by developing the executive media relations and public relations strategies, alongside internal communications to Lac Seul First Nation Council, staff, and membership.

Lac Seul First Nation offers comprehensive health, and pension benefits and offers attractive leave benefits. The Communications Coordinator – Digital Specialist will be entitled to 1 week off during the March Break, 2 weeks off during the Christmas Break, plus earned vacation time, as well as other leave as per policy. All Lac Seul First Nation communities are road accessible.

Communications Content Development:

- Create a wide range of high-quality communications materials related to special projects in various formats (project plans, briefing materials, reports, brochures, news releases, media lines, Q&As, backgrounders, etc.) for the appropriate audience,
- Create infographics, videos, and other content (for print and digital) as needed that make the First Nation's work accessible to all audiences,
- Must be confident in using Mac and PC Computers and various programs,
- Ensure content respects brand guidelines, accessibility, and bilingual standards,
- Reinforce broader narratives and key messages,
- Attend important meetings and conferences, that may be out of town,
- Accountable for promoting programs and services,

- Builds effective working relationships within the organization and promotes ability and flexibility within the communications team by easily stepping into other roles as required.

Communications Planning and Strategy:

- Contribute to the development of the communications strategies for several large-scale, programs and initiatives,
- Provide advice and recommendations to various departments on the best communications approaches and tools to help them effectively manage critical issues and deal with the impacts on programs,
- Contribute to the broader development of LSFN's communications strategy.

Digital Communications:

- Skills in photography and videography. Ability to create professional videos for content.
- Computer skills with ability to use software and design applications (e.g., Photoshop, Illustrator, Acrobat, Quark, InDesign); internet security features; programming tools (e.g., iCreate, Joomla); e-newsletters; and web application products.
- Responsible for monitoring and reporting on the effectiveness of digital communications and provide recommendations accordingly,
- Manages LSFN Social Media accounts in support of strategic communications plans, advises on how to use digital tools to deliver on communications objectives, provides recommendations for e-newsletter deployment, builds proposals for new communications web developments, reporting writing on group analytics,
- Responsible for developing and implementing internal and external digital strategies, advising on content gaps and opportunities; and assist in creating policies and procedures around digital content creation,
- Monitor and update the LSFN main webpage, social media and ensure proper communications are being posted.

Media Monitoring and Engagement:

- Have an understanding of the narrative themes resonating in media,
- Monitor issue areas related to your projects and recommend opportunities for engagement.

Qualifications:

- A degree or experience in Communications, Public Relations, Digital Content Creation, Photography/Videography, or related discipline,
- Strong working knowledge of communication principles and practices
- Must possess excellent oral and writing skills,
- Possess strong organizational skills,
- Must submit a Criminal Reference Check,
- Must have a valid "G" Driver's License and access to a vehicle,
- Ability to understand the Ojibwe language is an asset.

Location: Frenchman’s Head, ON
Term: Full-time Term (Jan. 2026)
Rate: **Wages start at \$37.23 per hour****Based on Education, Experience and Qualifications*
Hours: 8:30 a.m. – 4:30 p.m., 35hrs/week
Closing: **January 21, 2025, **late applications will not be accepted***

LSFN offers great competitive wages, vacation, additional time off during Christmas Break and March Break, as well as great benefits

Please submit a cover letter along with a resume, and written permission for LSFN Human Resources to contact two employment references, (most recent supervisors) must be provided. Applications can be mailed, faxed, emailed, or delivered to:	Lac Seul First Nation Frenchman’s Head Band Office Attention: C/o HR Dept. P.O. Box 100 Hudson, ON. P0V 1X0 Fax #: (807) 582-3585 Email: resumes@lacseulfn.org
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Lac Seul First Nation requires Criminal Reference Checks for those offered positions. We thank all applicants, however, only those being offered an interview will be contacted.

Preferential Hiring Policy: Lac Seul First Nation band members will be given priority for hiring, followed by Indigenous persons who are non-LSFN band members. Where there are no suitably qualified Indigenous persons available for a position, the most suitably qualified non-Indigenous candidate will be hired.