



Chippewas of RAMA
First Nation

Employment Opportunity

Job Title: **Digital Communications Specialist**
Job Code: ADM477
Department: Communications
Reports to: Communications Manager

Date Posted: 19-Oct-21
Date Closed: 2-Nov-21
(5:00 pm)

****SPECIAL PROJECT FOR REGISTERED RAMA MEMBERS OR SPOUSE/CHILD OF MEMBER****

The Chippewas of Rama First Nation supports the United Nations Declaration on the Rights of Indigenous Peoples. Specifically, Rama supports the training, education and employment of Indigenous People.

Employment Classification: 2 year contract with possibility of extension or full-time, includes Health & Dental Benefits.
Availability & Term: Approx. Start Date: November 2021
Remuneration: \$24.06 to start, move to \$26.23 after 3 months

JOB PURPOSE/SUMMARY

We are looking for a qualified Digital Communications Specialist to work with our team to develop digital tools for community and stakeholder information, education and engagement. If you know how to manage various online tools like websites, podcasts and blogs, this position is for you. You will work with the Communications Department to develop and implement a social media strategy. Industry and management experience is required.

QUALIFICATIONS

- Education:**
- Degree in Digital Communications, Media Production, Communications, Public Relations or relevant field OR College Diploma with related experience.
- Skills and Abilities:**
- Solid knowledge of Photoshop, Final Cut Pro, Premiere Pro, Audacity or other media
 - Familiarity and/or experience with web design and content management systems.
 - Excellent analytical and project management skills.
 - Ability to multi-task and perform under tight deadlines.
 - Strong verbal and written communication skills.
 - Valid Class G Driver's Licence.
- Experience:**
- Proven work experience as a Digital Communications Specialist or similar.
 - Experience working with WordPress or similar web framework.
 - Experience with visual communication principles.
- Other:**
- A Vulnerable Sector Screening is required for this position.

Qualified applicants may submit their cover letter and resume to the attention of:

Charlene Benson, Human Resources Manager
Chippewas of Rama First Nation
5884 Rama Road, Suite 200, Rama, Ontario L3V 6H6
Fax: (705) 325-4718 Email: charleneb@ramafirstnation.ca

**** ONLY THOSE APPLICANTS SELECTED FOR AN INTERVIEW WILL BE CONTACTED ****

Rama First Nation is committed to an inclusive, barrier-free environment. Accommodation will be provided in all steps of the hiring process. Please advise Human Resources if you require any accommodation to ensure you can participate fully and equally during the recruitment and selection process.

The Chippewas of Rama First Nation - A Proud, Progressive First Nation Community



Job Description

Job Last Updated: 14-Oct-21

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KEY JOB FUNCTIONS/RESPONSIBILITIES

- Work with in-house team of design and multi-media professionals to create communication materials including discussion guides, videos, presentations, storyboards, postcards, fact sheets, websites and notices.
- Implementation of digital content (e.g. website, blogs, press releases and podcasts).
- Establish website presence to inform and educate Rama members and stakeholders.
- Presentation development and delivery at community meetings/workshops.
- Coordinate delivery of flyers, reports and updates as needed.
- Clerical support as needed.
- Assist with Communications projects as required.
- Make recommendations for upgrades to ensure the department maintains pace with available technologies.
- Improve search engine optimization and general discovery of content by target groups.
- Analyze and report on web traffic, analytics, and engagement.
- Evaluate the effectiveness of engagement and communication programs and services by working with the Information Systems department on infrastructure/server needs for the department.
- Stay up to date with digital media developments.