



BINGWI NEYAASHI ANISHINAABEK

JOB POSTING

Full-Time

Communications Coordinator

Bingwi Neyaashi Anishinaabek (BNA) is seeking a motivated and highly organized Communications Coordinator to support internal and external communications, community engagement, and information management. This role plays a key part in ensuring timely, accurate, and culturally respectful communication between BNA administration, staff, leadership, membership, and external partners.

The Communications Coordinator will manage a wide range of communication tools and initiatives, including newsletters, social media, photography, and community meetings.

Qualifications

- Post-secondary education in Communications, Media, Public Relations, Administration, or a related field, or equivalent experience
- At least three years experience in communications, community engagement, or office administration
- Strong written and verbal communication skills
- Proficiency with digital tools (Microsoft Office, Adobe Suite, Content Management Systems such as Wordpress, Mailchimp)
- Digital media experience
- Drone operation experience is an asset
- Photography experience is an asset
- Print design (InDesign) is an asset
- Strong organizational and time-management skills
- Ability to manage sensitive information with confidentiality and professionalism
- Knowledge of or willingness to learn about Anishinaabek culture, traditions, and governance
- Ability to work independently and collaboratively in a community-based environment

Responsibilities

- Prepare and distribute quarterly community newsletters
- Coordinate and produce BNA's Annual Report
- Draft and circulate mail-outs, email communications, and notices
- Create and post official community notices for Facebook and digital platforms
- Maintain and update the BNA website
- Support ongoing maintenance of the BNA mobile app

- Organize, catalog, and maintain photo and digital media archives
- Ability to provide photography services for community events, programs, and initiatives considered an asset
- Ability to operate and manage drone photography/video in compliance with safety and legal requirements (RPAS) considered an asset
- Maintain support for Comprehensive Community Planning (CCP)
- Assist with Annual General Meeting (AGM) and Community Meeting planning
- Coordinate preparation and distribution of Papasay/BeeClean reports
- Manage and track incoming mail
- Assist with Title and Annuities Case documentation and communications
- Provide IT coordination support, liaising with Managed Help Desk as required
- Assist with staff wellness initiatives and internal communications

Wages

Starting at \$50,000 to be negotiated with skills and experience.

Conditions of Employment

Successful Candidates will submit:

1. Vulnerable Sector Check (as required)
2. Three (3) References from previous employer including most recent supervisor
3. Must possess a valid driver's license and have reliable transportation and valid insurance

Mandatory Documentation

1. Cover letter, resume, three (3) supervisory references (names & telephone numbers only)

Please submit resume and cover letter to:

Attention: Meredith Seebeck **Email:** HumanRes@bnafn.ca

Miigwetch to all who apply. Only those applicants selected for an interview will be contacted