



# Beausoleil First Nation Human Resources

11 O'Gema Miikaan  
Christian Island, Ontario  
L9M 0A9

(705) 247-2051 Fax: (705) 247-2239 Email: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca)

## EMPLOYMENT OPPORTUNITY Communications & Engagement Assistant

<b>Posting Date:</b>	June 15, 2026	<b>Salary:</b>	\$26.00-\$29.00/hour
<b>Classification:</b>	Permanent	<b>Closing Date:</b>	June 29, 2026 @ 4:30pm
<b>Supervisor:</b>	Communications Manager	<b>Vacancy Status:</b>	New role
<b>Hours of Work:</b>	35 hours/week		

### Overview

The Communications & Engagement Assistant supports the Communications Manager in the delivery of communication services, community engagement initiatives, and information-sharing activities for Beausoleil First Nation. The position assists with the preparation and distribution of communications materials, maintenance of communication platforms, promotion of community events, and administrative support for communications projects.

Working closely with the Communications Manager, the Communications & Engagement Assistant helps ensure community members receive timely, accurate, and accessible information while supporting positive relationships between Chief and Council, Administration, Staff, Community Members, and external organizations.

The position provides day-to-day support for newsletters, websites, social media platforms, Nish Radio, community events, public notices, and special communication initiatives.

### **Key Responsibilities Include:**

- Assist with implementing communication and community engagement initiatives.
- Prepare, edit, and distribute newsletters, public notices, promotional materials, website content, and social media communications.
- Maintain communication records, calendars, archives, contact databases, websites, and social media platforms.
- Support community meetings, events, workshops, surveys, outreach activities, and promotional campaigns.
- Gather and develop content including stories, photos, videos, and community announcements.
- Monitor communications channels, respond to routine inquiries, and assist with engagement reporting and analytics.
- Provide administrative support including reports, correspondence, meeting materials, printing, distribution, and coordination with vendors and service providers.
- Perform other related duties as assigned.

### **Qualifications:**

- Diploma or certificate in Communications, Public Relations, Journalism, Marketing, Digital Media, Business Administration, or a related field; equivalent education and experience may be considered.
- Minimum one (1) year of experience in communications, administration, marketing, customer service, community engagement, or a related field.
- Experience with social media platforms, website content management, and digital communications.
- Experience working with First Nations communities or organizations is considered an asset.

### **Knowledge & Skills:**

- Strong written, verbal, interpersonal, and customer service skills.
- Excellent organizational, time-management, and multitasking abilities.
- Ability to work independently and collaboratively in a team environment.
- Proficiency in Microsoft Office and digital communication tools.
- Knowledge of social media platforms, content creation, and online engagement practices.
- Graphic design, photography, and video editing skills are considered assets.
- Knowledge of First Nations governance, culture, traditions, and community priorities is an asset.
- Ability to maintain confidentiality, professionalism, and cultural sensitivity.



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## Designations, Licences & Requirements:

- Due to funding sources, you must be a member of Beausoleil First Nation to be eligible.
- Valid Class G Driver's Licence.
- Access to reliable transportation.
- Ability to work occasional evenings and weekends.
- Acceptable Criminal Record Check.

## How to Apply

Submit a complete application package including:

- Cover letter
- Resume
- Two recent letters of recommendation

**How to Apply:** Email applications are preferred: [jobs@chimnissing.ca](mailto:jobs@chimnissing.ca) Alternatively, drop off at the Beausoleil First Nation Administration Building.

**Accessibility:** BFN is committed to an inclusive, barrier-free process under the Ontario Human Rights Code and AODA. Accommodations are available on request.

**AI Use:** AI will not be used to make hiring decisions. In rare cases, it may assist with organizing application data.