



# 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 Manager

<b>Posting Date:</b>	June 15, 2026	<b>Salary:</b>	\$33.00-\$37.00/hour
<b>Classification:</b>	Permanent	<b>Closing Date:</b>	June 29 @ 4:30pm
<b>Supervisor:</b>	Trust Comptroller	<b>Vacancy Status:</b>	New role
<b>Hours of Work:</b>	35 hours/week		

### Overview

As a key member of the senior management team, the Communications Manager plays a pivotal role in crafting a Communication Strategy and Plan rooted in principles of good governance, transparency, and community inclusiveness. The primary focus is to enhance internal communications among the Council, Staff, and the Community, however, will also seek to build and foster relationships externally.

This role involves developing a strategic plan to address both internal and external communication based on the needs of Beausoleil First Nation as an organization and community. Additionally, position is responsible for all communication channels not limited to newsletter, website, and social media accounts.

### **Key Responsibilities Include:**

- Develop, implement, and evaluate communications strategies that promote transparency, good governance, and community engagement.
- Manage internal and external communications, including newsletters, website content, social media platforms, media releases, and public information campaigns.
- Create, edit, and distribute communication materials such as reports, briefing notes, newsletters, promotional content, and presentations.
- Provide communications and public relations support to Chief and Council, Senior Management, and staff. • Build and maintain relationships with media, external organizations, and community stakeholders.
- Chair the Communications Committee, oversee communications budgets, and manage communications vendors, equipment, and resources.
- Supervise communications staff and oversee the operation of Nish Radio (CKUN 101.3 FM).
- Support community events and respond to public inquiries in a professional and timely manner.

### **Qualifications:**

- Post-secondary diploma in Communications, Journalism, Public Relations, or a related field.
- Minimum two (2) years of experience in communications, public relations, or a related role.
- Experience developing communication materials, managing websites and social media platforms, and coordinating public relations activities.
- Supervisory experience, including staff coaching, mentoring, or training.
- Experience or knowledge of First Nations communities, governance, culture, and traditions is considered an asset.

### **Knowledge & Skills**

- Excellent written, verbal, interpersonal, and customer service skills.
- Strong organizational, project management, and time-management abilities.
- Ability to work independently, maintain confidentiality, and exercise sound judgment.
- Proficiency in Microsoft Office and digital communication platforms.
- Knowledge of social media, website administration, and digital communications tools.
- Graphic design, photography, and video editing skills are considered assets.
- Valid Class G Driver's Licence, access to a reliable vehicle, and ability to provide a satisfactory Criminal Record Check.



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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 and access to reliable vehicle for work related purposes
- Acceptable recent 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.