



ASSOCIATION OF NATIVE CHILD AND FAMILY SERVICE AGENCIES OF ONTARIO

JOB POSTING: COMMUNICATIONS COORDINATOR

The ANCFSAO is a provincial association of member Indigenous Child Well-Being Agencies mandated to build a better life for all Indigenous children through policy development, analyses, research, and advocacy in promoting the delivery of culturally-based, quality family services to Indigenous populations in Ontario.

Reporting to the Executive Director, the Communications Coordinator, in consultation with the Elders Advisory Committee, is responsible for providing expertise and public relations leadership to ANCFSAO. The position will support the work of the ANCFSAO in the development and implementation of a comprehensive communications strategy. The circulation of key messaging from ANCFSAO committees and business leads to member agencies and Indigenous community members will be the strategic focus. This will be implemented through the creation and utilization of new and existing communication vehicles.

The ideal Candidate will understand that structure and guidance are critical to successful organizations. With a keen eye for detail and the ability to see things from multiple perspectives, the Candidate will thrive in a small team environment shaping the future direction of the organization with a ground floor opportunity in a growing field.

Key Functions:

- Lead in the development of a member-focused communication strategy.
- Work with Research and Policy Analysts to plan and develop key messages and determine distribution strategies for ANCFSAO communication to Members.
- Coordinate the dissemination of this content through multiple platforms, including social media, targeted “Members-only” newsletter(s), and ANCFSAO Members website.
- Support ANCFSAO staff in distributing Member content including editing, formatting, and distributing.

Key Qualifications/Experience:

The ideal candidate will hold a university degree in Public Relations, Communication or Marketing or a related field along with three (3) years experience in communications, with an emphasis on strategic communication, internal and member stakeholder relations, and digital change management. Candidates should have experience working with Indigenous people, organizations, and communities. Candidates must have extensive knowledge of communications theories, practices, and techniques related to the not-for-profit sector. Candidates must have superior communications skills (written and oral) and possess strong technical proficiency with software applications/programs as required (i.e. MS Office particularly Word, PowerPoint, Excel and Outlook).

Salary Range: \$64,066.77 - \$78,573.60

Deadline for Applications: February 15, 2019

For complete list of qualifications and job requirements, please contact:

Lance Curry, Human Resources
Association of Native Child and Family Service Agencies of Ontario
8913 County Rd 45
Roseneath, On
K0K 2X0
Email: lc Curry@ancfsao.ca
Telephone: (437) 217-0579