



**FSIN**

# Communications Officer II

 **Information Governance**

“The Federation is committed to honouring the spirit and intent of the Treaties, as well as the promotion, protection and implementation of the Treaty promises that were made more than a century ago.”

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## Primary Function:

The Federation of Sovereign Indigenous Nations (FSIN) is seeking a passionate and skilled communicator to join our team as a **Communications Officer II**. This role will support the Information Governance department within the Health and Social Development Secretariat (HSDS) by developing and executing communication strategies. The successful candidate will leverage their expertise in communications to enhance engagement with First Nations leadership, communities, and the public in alignment with the FSIN Treaty Agenda.

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## Typical Duties and Responsibilities:

### Your role

- Develop and implement impactful communication strategies aligned with FSIN’s vision and goals.
- Write and edit a variety of materials, including reports, articles, media releases, and educational content.
- Create and manage a strategic communications document and maintain a database of communications materials tailored to specific audiences.
- Collaborate with Information Governance and HSDS teams to organize surveys, polls, and focus groups for communication initiatives.
- Design and oversee content for digital platforms, ensuring Information Governance updates are shared effectively on FSIN’s website and social media.

### Collaboration and Relationship Building

- Maintain strong relationships with First Nations leaders, FSIN staff, media representatives, and public stakeholders.

- Partner with FSIN units to coordinate events such as Assemblies, conferences, and community gatherings.

### **Administration and Special Projects**

- Adhere to FSIN administrative guidelines, ensuring accurate records of hours, expenses, and deliverables.
- Perform other related duties as assigned to support organizational goals.

### **How You'll Make an Impact**

- Develop communication strategies that amplify FSIN's initiatives and strengthen relationships with First Nations communities.
- Enhance public understanding of Information Governance through clear and engaging content.
- Contribute to the successful delivery of FSIN-led events and community projects.
- Play a key role in promoting FSIN's mission through strategic media and public relations efforts.

### **QUALIFICATIONS**

#### **Education**

- Bachelor's degree in journalism, Communications, Public Affairs, or a related field.

#### **Experience**

- Minimum of two (2) years of experience in communications, journalism, or public relations.
- Computer skills – Microsoft Word, Excel, PowerPoint, Outlook, Zoom, Teams, and Internet.
- A combination of education and experience will be considered.
- Knowledge and understanding of First Nations customs, culture, and history.

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*Salary is based on an established grid and commensurate with qualifications and experience.*

*Only candidates selected for interviews will be contacted.*

 **APPLICATIONS MUST BE RECEIVED BY 12:00 noon on Monday January 6<sup>th</sup>, 2024**

Please submit resumés to:

Email: [hrinfo@fsin.com](mailto:hrinfo@fsin.com)