

EMPLOYMENT OPPORTUNITY

National Aboriginal Lands Managers Association (NALMA)

Position: Communications and IT Support

The National Aboriginal Lands Managers Association (NALMA) is a federally registered not-for-profit organization that is Aboriginal-controlled, community-based, and membership-driven dedicated to raising professional capacity in First Nation land management.

NALMA is seeking an experienced and driven individual to fill the position of NALMA's Communications and IT Support

Position Summary:

The Communications and IT Support will be responsible for the internal and external communications and IT support for NALMA.

Under the immediate supervision of the NALMA Executive Director and secondary supervision of NALMA program managers. The position of the Communications and IT Support will:

- Create internal and external communications content in both official languages on behalf of NALMA
- Manage the IT support services and security for all NALMA Users
- Manage and maintain various IT hardware and software accounts
- Provide IT support in the on-line delivery of NALMA training
- Monitor and maintain NALMA website including all social media and information applications
- Finalize and implement NALMA's communication strategy
- Writing and developing annual reports, pamphlets, advisories, service announcements and other communication materials
- Take lead on coordinating conference, events, and media releases
- Assist in carrying out the goals and objectives of NALMA generally
- Promote the role of NALMA and Regional Lands Associations (RLA) throughout Canada
- Encourage, support, and market the Professional Lands Management Certification Program (PLMCP), and ongoing professional development for First Nations Land Managers

Location: Curve Lake First Nation, Ontario (Telecommuting Arrangement may be considered)

Employment Type: Contract until March 31st, 2023, with a possibility of an extension
Start date is immediate.

Language: English
Fluency in English (written, comprehension and oral)
Practical ability in French (written, comprehension and oral) would be an asset

Closing Date: **Friday July 23, 2021, at 4:30 p.m.** – Eastern Standard Time (Late applications will not be accepted)

Annual Salary: **\$62,243.00 – Health and dental benefits upon successful completion of probationary period**

Job Description: Available upon request

Experience, Skills, Knowledge, Competencies: Must possess

- Advanced level of:
 - communication skills (written & oral)
 - grammar and writing skills
 - IT Support skills
 - on-line Technology skills
 - organizational skills
- Advance knowledge and experience in overall communications strategy involving social media, website content, media releases and emails
- Experience in managing, planning, and coordinating conferences, and media events
- Experience in writing and developing communication materials, media advisories and service announcements
- Building and maintaining effective working relationships with external and internal stakeholders and teams to ensure any content writing requests are fulfilled without errors or misinformation
- Experience in managing fiscal resources including development/evaluation of business plans, budgets and reporting
- Ability to work independently with minimal supervision
- High level of proficiency in the use hardware and software technology primarily in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook), Internet Explorer, various online communication methods and programs, Mac operating systems, and Adobe Pro;
- Maintain confidentiality and ensure legislated privacy requirements are met

Requirements:

- Completion of Post-Secondary degree in communications, journalism, public relations, marketing, and business
- Experience working with multimedia tools and social media technology
- Two or more years experience related to communications, social media management, public relations, and content writing
- Own transportation and a valid driver's license
- Willing to work overtime and travel including weekends and evenings
- Experience working with First Nations is an asset
- Successful candidate will be required to provide a criminal record check as a condition of employment
- Submit two (2) current **signed and dated** letters of reference to accompany resume

Personal Suitability

Initiative; Effective Interpersonal Skills; Accurate; Team Player; Client Focus; Reliability; Organized, and Maintain Confidentiality

How to Apply: Mail, Fax or Email the following:

1. **Covering Letter**
2. **Resume**
3. **Two Current Signed and Dated Letters of Reference**

Send To: Leona Irons, Executive Director
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Fax: (705)657-7177 or Email: liron@nalma.ca

