



**WABASEEMOONG  
INDEPENDENT NATIONS**

**OUR NATIONS  
STRONGER TOGETHER**

## Employment Opportunity

**Position:** Communications (*Interim*)  
**Term:** Until March 2023, Monday-Friday (9am-4pm)  
**Responsible to:** Niigonigawbow Secretariat

**Government Office**  
General Delivery, Whitedog Post Office  
Whitedog, ON P0X 1P0

☎ (807) 927-2000  
☎ (807) 927-2071  
✉ [info@wabaseemoongnations.ca](mailto:info@wabaseemoongnations.ca)

### POSITION SUMMARY

The Communications position consists of providing data management services to ensure effective and efficient operations within Niigonigawbow Secretariat. Main office is in Wabaseemoong Independent Nation.

### RESPONSIBILITIES

- Provide technical support to Niigonigawbow Staff (emails)
- Keep social media sites and website up to date with events/community activities within The Niigonigawbow Program
- Maintain a professional work ethic
- Assist in community events organized by Staff.
- Take photos of events/community activities within the Niigonigawbow Program and post on social media accounts with brief descriptions
- Other duties as assigned;

### QUALIFICATIONS

- Grade twelve (12) or equivalent required
- Previous experience in communications
- Strong writing and creative skills
- Essential computer competencies: must be proficient in word press.
- Ability to maintain confidentiality and to work independently and/or in a team environment
- Strong organizational/ time management skills with ability to plan
- Ability to work independently and/or in a team environment
- Knowledgeable in government; history of Wabaseemoong; Anishinaabe culture.

**CLOSING DATE: July 27, 2022 @ 4:00pm.**

Please send your 3 reference checks, cover letter and resume to  
[adele.mcdonald@wabaseemoong.ca](mailto:adele.mcdonald@wabaseemoong.ca)

We thank all applicants for their interest; however, only those applicants that are short listed will be contacted for an interview.