

Teme Augama Anishinabek Job Description

Position Communication Coordinator

Department Administration

Position Reports To Operations Manager

Employment Status Full Time

Hours 35 hours per week

Employment Type Permanent

Position Summary

The Communications Coordinator supports the development, coordination, and delivery of internal and external communications for Teme Augama Anishinabek. Working under the direction of the Operations Manager, this role ensures information is communicated clearly, consistently, and in alignment with organizational priorities and community expectations. The position is responsible for preparing and coordinating communications materials, maintaining digital platforms, and supporting public and community-facing messaging. The role requires strong judgment, attention to detail, and the ability to manage sensitive information while ensuring all communications are reviewed and approved prior to release.

Primary Responsibilities

Communications Planning and Coordination – 30%

Coordinates and supports the development and implementation of communications plans and materials in alignment with organizational direction and priorities. Works closely with leadership to understand communication needs, timing, and key messages, and organizes content accordingly. Applies sound judgment in preparing materials and identifying communication considerations or potential risks, bringing forward for review and direction. Ensures all communications are aligned with approved messaging and are reviewed and approved prior to release.

Internal and External Communications – 25%

Prepares and coordinates internal and external communications, including updates, notices, and informational materials for employees, leadership, and community members.

Ensures communications are clear, consistent, and accessible while coordinating the preparation and distribution of materials. Maintains version control of all communication materials and ensures that only approved and current content is distributed. Coordinates the release of communications in alignment with organizational direction, ensuring appropriate timing, accuracy, and sensitivity of information.

Media and Public-Facing Communications – 20%

Drafts media responses, public communications, and written materials such as news releases, statements, and articles as directed. Supports the coordination of media inquiries and maintains professional communication with media contacts as required. Ensures all public-facing content is accurate, appropriately positioned, and aligned with approved messaging, with all materials reviewed and approved prior to release.

Website, Digital Content, and Event Support – 15%

Maintains and updates the organizational website and digital platforms by coordinating content updates and ensuring information is current and aligned with approved messaging. Supports communications for events, including preparing materials and coordinating logistics related to communication delivery and technical requirements. Acts as the primary point of contact for communications-related technology during events, including coordinating audio-visual setup, supporting live delivery, and troubleshooting basic technical issues to ensure smooth execution. Coordinates with external service providers where required and ensures all technical components align with approved communication plans.

Administration, Documentation and Confidentiality – 10%

Maintains organized records of communications materials, approvals, and activities, ensuring accuracy and traceability of information. Coordinates with vendors and service providers related to communications supports such as printing, media, and technical services. Handles sensitive and confidential information with a high level of discretion, ensuring information is only shared through approved channels and in accordance with organizational direction.

Other Duties as Assigned

Performs other duties consistent with the position and provides support across the organization as required.

Qualifications

Education & Experience

Post-secondary education in Communications, Media Relations, Journalism, Public Relations, or a related field. Minimum of three (3) years of experience in a communications, media, or organizational communications role. Experience supporting communications in a First Nations, public sector, or community-based environment is considered an asset.

Certifications, Licences and Requirements

Satisfactory Criminal Record Check.

Physical and Sensory Demands

Work involves prolonged computer use, reading, writing, and participation in meetings. Requires sustained concentration, attention to detail, and the ability to manage multiple priorities and timelines.

Work Environment

Work is performed in an office environment with regular interaction with leadership, employees, community members, and external partners. Occasional evening or event-related work may be required.

Health and Safety Statement

Teme Augama Anishnabek is committed to providing and maintaining a safe and healthy work environment for all employees, members, and visitors. All employees are expected to work in compliance with applicable occupational health and safety legislation and adhere to organizational policies, procedures, and safe work practices. Employees must report hazards, follow safe work guidelines, and actively participate in maintaining a culture of safety in all aspects of their duties.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____