



# FIRST PEOPLES WELLNESS CIRCLE

## We Are Hiring:

## Corporate Communications Lead    JOB POSTING

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<b>Area/Department:</b>	Communications
<b>Reports to:</b>	Operations Manager
<b>Supervisory Responsibility:</b>	Yes
<b>Employment Status:</b>	Regular Full Time
<b>Location:</b>	Remote
<b>Salary Range:</b>	Compensation commensurate with experience and education.
<b>Commission Eligible:</b>	N/A

### DESCRIPTION:

First Peoples Wellness Circle (FPWC) is a national not-for-profit corporation that is governed and managed by Indigenous leaders and exists to improve the lives of Canada's First Peoples by addressing healing, wellness, and other mental health challenges. The mission of FPWC is to advocate for collaborative transformative change to create pathways to wellness and whole health for First Peoples shaped by diverse Indigenous cultural lenses. Our work focuses on implementation of the First Nation Mental Wellness Continuum Framework and supporting the First Nation workforce of Mental Wellness Teams.

Under the direction of the Operations Manager, the **Corporate Communications Lead** will be responsible for;

- Writing, editing, and distributing content to promote FPWC brand and resources, including publications, annual reports, and other marketing material that communicate FPWC's activities, products, and services. (e.g., communication briefings, newsletter, blogs)
- Overseeing the planning, development and implementation of a communications and marketing strategy
- Developing strategies and approaches to increase FPWC brand awareness which will include events, social media, website content, Knowledge & Resource Sharing Hub, and organizational reports
- Organizing, coordinating, and maintaining FPWC events and resources, and supporting responses to media inquiries.
- Working alongside the management team, staff, and others to provide advice around the communication needs of the organization (e.g., technical advice, problem solving, data strategies, and reporting)
- Leading the implementation and maintenance of communication processes
- Providing updates and reports (verbal and written) to the organization and the Board of Directors as required

**EDUCATIONS & EXPERIENCE REQUIREMENTS:**

- A Bachelor's degree in communications, public relations, or related field.
- Minimum of five (5) years of relevant experience in a communications role preferably within mental health and/or social services sector in an Indigenous/First Nations community organization.
- Master's degree (or equivalent) and experience in a supervisory role is preferred.

**SKILLS & QUALIFICATIONS:**

- Strong written and oral, communication, editing and proofreading skills
- Strong interpersonal and relationship building skills
- Familiar with social media promotion and best practices
- Ability to write press releases, reports and create social media posts
- Ability to track campaign analytics and maintain digital media archives
- Strong attention to detail and ability to work with a high level of accuracy
- Ability to support organizations communications needs internally and externally
- Proficient in Microsoft Office, design & publishing software, and multiple social media platforms.
- Ability to liaise with partners, stakeholders, and colleagues
- High level of professionalism and ability to maintain confidentiality at all times
- Excellent time management, project management and organizational skills
- Ability to work with minimal supervision while maintaining efficiency and accuracy
- Ability to work flexible hours and travel (5-10% of the year for team meetings, boarding meetings, and conferences) as necessary
- Strong knowledge of Indigenous cultures with a focus on First Nations
- Ability to work in a manner respectful of First Nations cultures, values, and beliefs
- Knowledge or use of an Indigenous language and/or bilingualism (French/English) considered an asset

**Working Environment:**

- This position is remote, work from home role
- Access to reliable internet, and private office space to work

**What We Offer:**

- Very competitive salary, with full benefits and pension plan and a stipend for working from home
- 3 weeks of paid leave, plus an additional 2 weeks of paid leave over the Christmas break
- Work with a team of supportive and caring professionals, committed to bettering the mental health of Indigenous communities

**Qualified applicants** are invited to submit their Cover letter and resume, demonstrating how they meet the criteria. While FPWC appreciates all applications, only those who meet the qualifications will be contacted for an interview. First Peoples Wellness Circle gives preference to First Nation applicants for any employment opportunities as per Section 24(1)(a) OHRC.

**Deadline:** Applications will be received until position is filled.

**Please submit application to:** **Subject Header: FPWC Corporate Communications Lead**

By mail: First Peoples Wellness Circle  
Marilyn Kimewon, Executive Assistant  
857 Yellek Trail  
Nipissing First Nation  
North Bay, ON P1B 8G5

**via email:** [marilyn.kimewon@fpwc.ca](mailto:marilyn.kimewon@fpwc.ca)