



AOPFN EMPLOYMENT OPPORTUNITY

Communications Operations Manager

Department: Consultation

Supervisor: Manager, Consultation

35 hr/week - Fulltime - 1 Yr Contract - Possibility of Permanency

Starting at: \$72,800.00 annually

Deadline to Apply: Friday, May 22nd, 2026 at 4:00PM

This role is crucial for maintaining the organization's reputation, engaging the community, and supporting strategic goals through effective communication practices. Working directly with the management team of the Consultation department, the Communications Operations Manager acts as an integral part of the communications process, providing leadership, direction and governance of assigned communications projects and activities related to consultation and engagement to ensure the factual and timely delivery of information to targeted audiences. Works in collaboration with the department and key AOPFN leadership to develop, establish and manage communication strategies and foster positive relationships with stakeholders and the media. Establishes relationships with key business contacts, working closely with AOPFN staff as required to define key informational metrics to have vital information reach targeted audiences within defined deadlines. Assists with managing risks associated with information gathering and release. Responsible for the supervision of assigned employees.

DUTIES AND RESPONSIBILITIES:

1. Develop and Implement Communication Strategies

- Create comprehensive communication plans and strategies that align with the department's goals, ensuring consistent messaging across all platforms
- Develop and implement project-specific communication protocols to ensure AOPFN's communications expectations are clearly laid out
- Maintain and continually improve a coordinated, proactive, and effective corporate internal and external communications strategy
- Provide expert advice about communications and engagement.
- Effective strategic and operational management of the department's communications channels to meet business needs.

For full Job Description please email hr@pikwakanagan.ca

REQUIREMENTS:

- Post-Secondary Certification/Diploma/Degree in relevant area of study related to Communications, Public Relations or Marketing, or related field, with a minimum of two (2) year's direct working experience in the field
- Must demonstrate a minimum of two (2) years' experience in leadership practices, project management coordination, facilitation and budget oversight.

How to Apply

- Cover Letter
- Current Resume
- Three (3) professional/work-related references that include name, phone number and email address.

Submit to:

Human Resources Department
Algonquins of Pikwakanagan First Nation
1657A Mishomis Inamo, Pikwakanagan, Ontario, KOJ 1X0

hr@pikwakanagan.ca

Subject Line: Project Communications Operations Manager

Please allow for 24 hours to receive a 'Confirmed Receipt' of your application submission should you apply via email.

Application Procedure: Interested persons must submit a resume demonstrating that they meet the requirements outlined and the names and day contact telephone numbers of three (3) professional references.

Screening Procedure: Applicant must not be a member of the supervisor's immediate family. The best qualified candidate will be defined and determined so as to include the following: Provided the candidate meets the basic requirements of the position and is deemed qualified following the interview process, preference will be given to:

- a) the qualified indigenous person who is an Algonquin; then to,
- b) the qualified indigenous person; then to,
- c) the qualified non-indigenous candidate.

Interviews: Interviews will be conducted in-person or virtually by Teams Meeting. AOPFN has the right to shortlist for interview/assessment purposes of the five (5) most qualified persons and typically establishes an eligibility list.

What Algonquins of Pikwakanagan First Nation Offers:

- Pension Plan
 - (Permanent EE only)
- Paid Sick Days
- 4% Vacation
- Holiday Shutdown
 - (Conditions Apply)
- 14 Provincial and Federal Statutory Holidays
- Health Spending Account (Dental, Vision, Prescriptions, etc.)
- Milestone Recognitions & Rewards
- Half days on Fridays prior to holiday Mondays
 - (Conditions Apply)

We are committed to achieving employment equity and developing a highly capable workforce that is representative of Canadian Society. We therefore encourage women, Indigenous peoples, persons with disabilities, and members of visible minority groups to apply and declare themselves as part of one or more of the above mentioned Employment Equity Designated Groups.

AOPFN is also committed to developing inclusive, barrier-free selection processes and work environments. If contacted in relation to a job opportunity or testing, you should advise the recruitment representative in a timely fashion of the accommodation measures which must be taken to enable you to be assessed in a fair and equitable manner. Information received relating to accommodation measures will be addressed confidentially.