

RAINY RIVER FIRST NATIONS JOB POSTING

COMMUNICATIONS ASSISTANT



Reports to: Policy and Communications Analyst
Full-Time Permanent, Hybrid
Please apply by April 17th, 2026

The Communications Assistant will work alongside the Policy and Communications Analyst (PCA) to support and implement the Rainy River First Nations (RRFNs) Communications Strategy. The strategy uses social media platforms, the RRFNs mobile application, and traditional communication methods, such as flyers and community newsletter, to ensure timely and effective communication with the membership.

PRIMARY ACCOUNTABILITIES

Content Creation and Social Media Management

- Collaborate with the Policy and Communications Analyst and administrative departments to develop engaging written and visual content for Rainy River First Nations social media platforms.
- Draft, edit, and schedule posts that promote community programs, events, initiatives, and announcements.
- Design graphics in accordance with approved branding guidelines to ensure visual consistency.
- Monitor social media engagement and respond to routine inquiries as directed.
- Maintain and regularly update Rainy River First Nations' social media platforms to ensure timely and accurate information.

Community Newsletter Development

- Assist in redesigning and modernizing the format and layout of the Rainy River First Nations Community Newsletter.
- Coordinate bi-weekly content collection from departments and leadership.
- Draft, edit, and format newsletter articles and announcements.
- Conduct interviews with staff, leadership, and community members to feature stories, program updates, and highlights.
- Prepare and distribute the finalized newsletter on a bi-monthly basis.

Graphic Design and Promotional Materials

- Design program flyers, posters, and informational graphics to support departmental initiatives.
- Ensure all materials align with Rainy River First Nations branding standards and communication tone.
- Adapt content for multiple communication platforms, including print, website, and social media.

Website and Digital Communications Support

- Work collaboratively with the IT Specialist to review and update website content.
- Assist with uploading announcements, event information, and program updates.
- Help identify opportunities to improve website usability and content organization.

Community Engagement and Event Support

- Attend community events as directed by the Policy and Communications Analyst to capture photos, draft event summaries, and create post-event communications.
- Support live social media coverage or event promotion when appropriate.
- Represent Rainy River First Nations in a professional and culturally respectful manner.
- Perform duties as assigned.

POSITION REQUIREMENTS

- Grade 12 Diploma or equivalent.
- Preference will be given to qualified members of Rainy River First Nations.
- Ability to create and manage content for social media platforms, including Facebook and Instagram. Training will be provided for the RRFN mobile application.
- Proficiency with word processing programs, Adobe Acrobat, and Canva. Experience with Adobe InDesign and Photoshop is considered an asset.
- Strong written and verbal communication skills.
- Strong attention to detail.
- Good time management and organizational skills.
- Ability to work independently and follow directions.
- Demonstrated ability to think creatively and generate innovative ideas and solutions.
- Strong interpersonal skills for engaging with members, staff, and leadership.
- Satisfactory Criminal Record Check.
- Adherence to Rainy River First Nations Drug Testing Policy.

PERKS & BENEFITS

As a valued team member, you will be eligible for:

- 2 weeks paid vacation
- 2 weeks paid Christmas vacation
- 100% employer paid health and dental benefits
- Employer pension contribution matching
- Five (5) personal leave days per year

How to apply:

Please submit applications, including a cover letter and current resume, to hr@manitourapids.ca by April 17th, 2026. We thank all candidates who apply in advance; only those selected for an interview will be contacted.

**Rainy River First Nations Chief & Council
2025 - 2028**

We extend our warm welcome and encourage all interested individuals to submit applications for employment in a safe, non-discriminatory environment. Our focus and inspiration originate with the Grandfather Teachings of Love, Respect, Truth, Honesty, Humility, Courage, and Wisdom.

To learn more about Rainy River First Nations and other employment opportunities we have available, scan the QR code or visit www.rainyriverfirstnations.com

