



Director of Communications – 105-25-1
Communications, Core Services
Full-Time

Applications will be received by Six Nations of the Grand River and Grand River Employment & Training (GREAT) up until 4:00 p.m. EST, Wednesday, **June 18, 2025**, for the **Director of Communications** with **Communications, Core Services**. The Six Nations of the Grand River Application for Employment Form, Job Posting and Job Description are available for printing from the www.greatsn.com website. Online applications are accepted through [My Job Search](#). **NO LATE APPLICATIONS ACCEPTED.**

Applicants from Six Nations and other First Nations will be given preference to deliver programs and services in a First Nations community.

JOB SUMMARY: The **Director of Communications** reports to and works under the direction and supervision of the Chief Executive Officer.

Type	Full-Time
Closing Date	June 18, 2025
Hours of Work	35 Hours per Week
Wage	TBD

*A competitive compensation package will be offered commensurate with qualifications. *

BASIC QUALIFICATIONS:

- University Degree in Communications or related; and three (3) plus years of working in a communication's specific role.
- OR
- College Diploma in Communications or related; and five (5) plus years of working in a communication's specific role.
- Minimum three (3) years' experience in a leadership role managing a team.
- Must also have one (1) years' experience working with a First Nation in the area of communication.

SUBMISSION PROCEDURE: (Choose one method ONLY):

Method #1: Online

1. Please visit: [My Job Search](#) to access our job board and follow the directions to apply.
2. Please ensure all required documents are provided/uploaded with your application package, which include:
 - a. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
 - b. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
 - c. Copy of your education diploma/degree/certificate and transcript.

3. If you have any questions or need assistance, please reach out Khwahish Taneja, HR Business Partner at 519-445-2223 ext. 4343 or via email at HRBP1@sixnations.ca.

Method #2: GREAT – Applications must include all of the following:

1. Printed, filled in and authorized Six Nations of the Grand River Application for Employment Form.
2. Cover letter including your band name and number (if applicable). Please indicate in your letter how your education and experience qualifies you for this position.
3. Recent resume clearly identifying that you meet the Basic Qualifications of this position as stipulated above.
4. Photocopy of your education diploma/degree/certificate and transcript.
5. Place all documents listed above in a sealed envelope and mail to or drop off at:

Director of Communications – Full-Time – 105-25-1

c/o Reception Desk
Grand River Employment & Training (GREAT)
P.O. Box 69, 16 Sunrise Court
Ohsweken, Ontario N0A 1M0

POSITION TITLE: Director of Communications

REPORTING RELATIONSHIP:

Reports to and works under the direction and supervision of the Chief Executive Officer.

PURPOSE & SCOPE OF THE POSITION:

To manage and direct communications, and the dissemination of information relating to external and internal communications, communications strategies and website communication for Six Nations of the Grand River; within the policies and procedures established by Six Nations of the Grand River Elected Council. This role will also develop and monitor a Communications Strategy for the organization.

To supervise the Communications department's staff.

KEY DUTIES & RESPONSIBILITIES:

1. Technical Functions

- Is responsible for all communications material that leaves the organization
- Delegates the creation of communication materials to applicable staff members
- Develops a Communications Strategy for the organization and ensures it is being adhered to by all staff
- Updates and ensures the SNGR Brand Book is followed by the organization
- Provides oversight for all SNGR social media pages
- Proactively identifies risks to the organization and works with the CEO and/or Chief & Council to communicate to staff and/or the public as needed in a timely manner
- Upholds all communication standards for the organization and works to develop policy with the Policy Department as applicable
- Advises the CEO, the CEO Team and/or Chief and Council on communication actions as applicable
- Reviews, researches and analyses existing and proposed government initiatives, legislation, policies and programs, etc. having potential impact on the Six Nations of the Grand River
- Formulates for Council's review directives, position papers, strategies, plans, proposals, etc., and reviews with legal counsel, if warranted.
- Assists in formulating new directives for changes to existing legislation.
- Analyzes incoming and outgoing reports, memoranda, political correspondence, resolutions, and directives.
- Manages media relations
- Create budget for communications team and ensure compliance

2. Communications Functions

- Internal and external liaison with applicable representatives at the technical level
- Works with the Executive Director of Nation Building and Director of Lands & Resources to establish contact and act in a liaison/public relations capacity

between the Six Nations Elected Council and other Governments for the purpose of consultation, negotiation and formulating direction on the impact of changes to existing and/or new legislation, programs and directives

- Keeps the Chief Executive Officer, Chief and Council and its departments informed of internal, local, regional and national issues and matters requiring political action; attends political events, conferences, seminars, and workshops and meetings to keep aware of issues.
- Liaison and consultation with legal counsel on matters impacting on the Council and the community.
- Provides oversight to staff in scheduling and organizing press conferences on behalf of administrative leadership or Chief and Council.

3. Administrative Functions

- Purchases office supplies, resources, and other material as needed for the team
- Completes performance management and annual reviews of staff
- Coordinates consistent team meetings and individual check-ins with staff
- Establishes and directs work groups for policy, procedure or operational review, development and implementation.
- Develops reports, briefings, presentations, etc., as applicable or upon request of the Chief Executive Officer or delegate.
- Oversees operational budgets for the communications departments.
- Prepares briefing notes, recommendations and strategies for discussion at local, regional and national conferences for the Six Nations Elected Council and its respective departments.

4 Other Functions

- Performs other related duties as may be assigned by the Chief Executive Officer

WORKING CONDITIONS:

Must exercise sound judgment and discretion when dealing with sensitive, internal and external matters pertaining to political, economic, social, legal and moral issues impacting on the Six Nations of the Grand River.

Must maintain confidentiality and act in the best interests of the Six Nations Elected Council.

Work has a high public profile, involves travel and public contact and is subject to deadlines and interruptions; work involves highly stressful situations.

Ability to work independently and interact with tact, discretion and diplomacy.

WORKING RELATIONSHIPS:

With Chief and Council

Provides technical support and advice for political, administrative and operational responsibilities, i.e. policy development, analysis, and implementation, etc.

With the Chief Executive Officer

Receives direction, guidance and encouragement, discusses plans and priorities: receives professional development instruction in Council operations.

With Communications Departmental Staff

Provides leadership, instruction, direction, and support to departmental staff to ensure that tasks are completed efficiently and effectively.:

With other Departments

Provides advice, guidance and direction on the consistency of the implementation of the communication strategy.

With Other Staff

Courtesy, cooperation and teamwork with all staff.

With External Agencies

Represents and promotes Six Nations interests relative to development and implementation of political strategies, maintains awareness of legislative, policy and program changes; seeks to develop sound professional working relationships.

With the Public

Represents and promotes the general interests of Six Nations; works in a courteous, cooperative, positive and proactive manner; provides information and advice.

KNOWLEDGE AND SKILLS:

Minimum Requirements:

- University Degree in Communications or related; and three (3) plus years of working in a communication's specific role.
- OR
- College Diploma in Communications or related; and five (5) plus years of working in a communication's specific role.
- Minimum three (3) years' experience in a leadership role managing a team.
- Must also have one (1) years' experience working with a First Nation in the area of communication.



Other Related Skills:

- Working knowledge of current First Nations issues, history and culture, and legal issues and relations with the federal and provincial governments; knowledge of government legislation, and First Nations political organizations;
- Possess excellent legal research and analytical skills;
- Possess excellent verbal and written communications skills;
- Ability to work independently and exhibit a high degree of initiative, self-direction and public relations skills;
- Must possess computer skills.

IMPACT OF ERROR:

Errors in judgement in the fulfillment of duties could lead to loss of credibility, poor public relations and misinformation being provided to the Chief Executive Officer, Six Nations of the Grand River Elected Council and Government agencies.

CONTROL:

Guiding principles set by the Chief Executive Officer and the Six Nations of the Grand River Elected Council.

Works within the policies and procedures established by the Six Nations of the Grand River Elected Council and legislation provided by the respective government agencies.