



## OSHKI-PIMACHE-O-WIN: THE WENJACK EDUCATION INSTITUTE

### POSITION DESCRIPTION

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**Position Title:** JR. Communications Officer  
**Hours of work:** Flexible 35-hour week  
**Location:** On-site with some travel required  
**Reports to:** Student Success Manager  
**Appointment:** 1 year Contract  
**Salary:** \$28.67 / Hour

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#### WHO WE ARE:

OSHKI-WENJACK's mission is building and empowering First Nations Futures.

#### VISION STATEMENT:

OSHKI-WENJACK is strengthening nations through First Nations Education.

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#### Indigenous Workforce Development Stream.

This opportunity is proudly supported by Northern Ontario Heritage Fund Corporation and is funded through the Indigenous Workforce Development Program. It is a requirement under this program that the selected candidate for this position self-identify as an Indigenous person. Eligibility requirements of the program can be found here: <https://nohfc.ca/en/pages/programs/people-talent-program/indigenous-workforce-development-stream>

#### POSITION SUMMARY

Are you an Indigenous youth interested in media, storytelling, or social content? Join Oshki-Wenjack as a Junior Communications Officer and grow your skills with us!



Oshki-Wenjack is seeking an **Indigenous Youth Junior Communications Officer** to support organizational communications while gaining hands-on work experience, mentorship, and professional skills development. This position is intended to provide meaningful employment and training opportunities to Indigenous youth.

The Junior Communications Officer will work closely with the Communications Officer to assist with content creation, digital communications, and community engagement activities while developing practical skills in a supportive, culturally grounded environment.

## KEY RESPONSIBILITIES

### Communications Support

- Assist with drafting and editing communications materials such as newsletters, internal updates, website content, and social media posts
- Support storytelling initiatives that highlight Indigenous programs, services, and community strengths
- Help ensure communications reflect Oshki-Wenjack's values, tone, and visual identity

### Digital & Social Media

- Plan, create, and schedule culturally respectful and youth-engaging content to increase followers, reach, and community engagement.
- Assist with scheduling and posting content on organizational social media platforms
- Support basic tracking of engagement and performance metrics
- Learn best practices for respectful and culturally appropriate digital communications

### Internal & Community Communications

- Support internal communications to staff and programs
- Assist with event promotion, announcements, and community messaging
- Participate in communication-related planning meetings and learning opportunities

### Administrative & Project Support

- Provide general administrative support to the Communications team
- Assist with organizing files, photos, content calendars, and communications materials
- Support special projects and campaigns under supervision

## ELIGIBILITY REQUIREMENTS

Applicants Must:

- Identify as Indigenous (First Nations, Metis, or Inuit)
- Be legally entitled to work in Canada
- Meet NOHFC eligibility criteria
  - Are new entrants into the work force, are transitioning to a new career, or the unemployed or underemployed who are entering a new field;
  - Have not previously participated in a NOHFC-funded internship;
  - Are at least 18 years of age; and
  - Reside, and be legally entitled to work, in Canada

### Other Duties

- Take personal responsibility to increase sensitivity, awareness, and implementation of Oshki-Wenjack’s cultural teachings and organizational practices in both professional conduct and work-related deliverables.
- Access and utilize Elders and Knowledge Holders for teachings and guidance as it relates to work deliverables.
- Adhere to the Policies and Procedures as set by the Institute.
- Always maintain professionalism.
- Adhere to the Code of Conduct and positive relationship building.
- Regular attendance and conduct at work according to the requirements of Oshki-Wenjack’s Policies and Procedures.

### Preferred Qualifications

- Recent graduate or current student in Communications, Media, Journalism, Marketing, Indigenous Studies, or a related field
- Strong daily use of Snapchat and Instagram
- Strong interest in communications, storytelling, or digital media
- Basic computer skills (Microsoft Office, email, social media platforms)
- Willingness to learn and take direction in a professional environment

### WORKING CONDITIONS

- Travel may be required.
- In office setting.

### ADDITIONAL INFORMATION

The **JR Communications Officer** is based at the Centennial Square location; however, all employees may be required to work across other sites or at home from time to time.

## Health & Safety

All employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all potential hazards; and all incidents and injuries; as well as co-operating with any measures introduced in the workplace to improve health and safety.

In addition to competitive wages and the opportunity to do meaningful, community-driven work, this **one-year contract position funded in part by the Northern Ontario Heritage Fund Corporation (NOHFC)**.

offers a range of supports designed to promote employee well-being and professional growth. These include:

- Cultural Activities and access to cultural supports
- Employee development and group learning opportunities
- Team- building days
- Personal training opportunities.
- Stat and Civic Holidays.
- Access to cultural supports.
- Paid time off at Christmas.
- Vacation pay will be paid out bi-weekly

Schedule:

- 8-hour shift (1 hour unpaid lunch)
- Day shift
- Monday to Friday
- In-person
- Travel
- Flex schedule as required by department needs.

**Employment is subject to:**

- Meeting NOHF requirements
- Proof of Education requirements
- Proof of any licenses or certifications
- Must sign an Oath of Confidentiality
- Must be willing to work a flexible 35-hour work week.

*We are committed and dedicated in building a workforce that reflects the demographics that we serve. In alignment with our Mission and Mandate and in accordance with Ontario Human Rights code and the Canadian Charter of Rights and Freedoms, preference will be given to candidates of Indigenous ancestry. Candidates are encouraged to self identify as being of Indigenous ancestry (First Nation, Metis, or Inuit).*

Closing Date: Until filled.