

Job Title: Communications and Engagement Coordinator

Organization: Zaag'idiwin Ngodoodegizwin Dibendaagizwin Naaknigewin Inc.

Salary Range: \$68,700 to \$72,420

Location: 9 Village Road, Southampton, Ontario N0H 2L0

Job Type: Full-Time (1 Position)

About Zaag'idiwin Naaknigewin

Zaag'idiwin Naaknigewin is a newly established organization dedicated to promoting the wellbeing of Saugeen First Nation children and families and building capacity to operationalize Saugeen's child wellbeing law, Zaag'idiwin. Saugeen children and families are at the core of who we are – they are our most valuable resources. We believe it is our collective responsibility as Saugeen to care for one another.

Position Summary

The Communications and Engagement Coordinator is responsible for leading ZN's external and internal communications, digital presence, and community engagement activities. This role manages ZN's social media platforms, maintains and updates the organizational website, coordinates closely with the website developer, and supports meaningful engagement through event coordination and calendar management. Grounded in First Nation values and community-led approaches, the Coordinator ensures communications are culturally respectful, trauma-informed, accessible, and aligned with ZN's mandate, strategic priorities, and the Seven Grandfather Teachings. The role plays a key part in strengthening transparency, trust, and connection with children, families, staff, partners, and the broader community.

Key Responsibilities

1. Communications & Digital Strategy

- Develop, implement, and maintain a communications and engagement plan aligned with ZN's strategic priorities.
- Ensure consistent organizational messaging, branding, tone, and visual identity across all platforms.
- Support leadership with key messages, announcements, and public-facing communications.
- Draft, edit, and proofread content including announcements, newsletters, website updates, social media posts, event promotions, and informational materials.
- Develop and execute integrated outreach and engagement campaigns across digital, print, and in-person channels to increase community participation, awareness, and stakeholder engagement.

- Monitor and evaluate outreach and engagement activities, providing recommendations to improve reach, effectiveness, and community impact.

2. Social Media Management

- Manage and maintain ZN's social media platforms (including Facebook, Instagram, and others as required).
- Create engaging, culturally appropriate, and accessible content that reflects community priorities and organizational values.
- Schedule and publish regular posts; monitor engagement, comments, and messages in a professional and respectful manner.
- Ensure social media content aligns with privacy, confidentiality, and child and family services standards.
- Track basic analytics (reach, engagement, growth) and provide periodic summaries to leadership.

3. Website Management & Coordination

- Maintain and regularly update the ZN website to ensure content is current, accurate, and accessible.
- Coordinate with the website developer to implement updates, enhancements, and technical fixes.
- Ensure social media platforms (e.g., Facebook) are properly linked and integrated with the website.
- Upload and manage content such as job postings, news updates, events, reports, and public notices.
- Support website accessibility standards and plain-language communication.

4. Community Outreach, Engagement & Relationship Building

- Develop and implement outreach and engagement initiatives that increase awareness of ZN programs, services, events, and priorities.
- Foster positive relationships with community members, Elders, youth, families, partner organizations, service providers, and external stakeholders.
- Coordinate and participate in community outreach activities, information sessions, presentations, workshops, open houses, and awareness campaigns.
- Represent ZN at community events, meetings, gatherings, conferences, and networking opportunities as required.
- Support community engagement initiatives by promoting programs, services, and events through multiple communication channels.
- Prepare culturally appropriate communication and engagement materials for outreach activities, community consultations, and information-sharing sessions.

- Collaborate with internal teams to identify opportunities for community engagement and increased public awareness of organizational initiatives.
- Collect and share community feedback, questions, concerns, and emerging issues with leadership and program teams to support continuous improvement and responsive service delivery.
- Assist in the development and distribution of surveys, feedback tools, and engagement reports to measure outreach effectiveness and community participation.
- Promote and highlight program successes, milestones, and community stories while ensuring appropriate consent, confidentiality, and cultural protocols are followed.
- Support relationship-building initiatives that strengthen trust, transparency, and ongoing communication between ZN and the communities it serves.
- Maintain partnerships with community organizations, educational institutions, government agencies, and service providers to enhance collaborative outreach efforts.

5. Event Coordination

- Coordinate and support organizational and community events, including planning, promotion, logistics, and follow-up.
- Work with internal teams and external partners to ensure events are well-organized and culturally respectful.
- Develop promotional materials and coordinate event communications across platforms.
- Support on-site or virtual event execution as required.
- Be available to support and promote events, outreach and community engagement initiatives after hours and/or on weekends, as needed.
- Attend and support after-hours and weekend community events, outreach activities, cultural gatherings, engagement sessions, and public awareness initiatives as required to ensure strong community presence and participation.

6. Calendar Management

- Maintain an up-to-date organizational and community events calendar.
- Coordinate with departments to track key dates, deadlines, meetings, and community activities.
- Ensure timely promotion of events through the website, social media, and other communication channels.

7. Policies, Confidentiality & Professional Practice

- Adhere to ZN policies, including confidentiality, privacy, and information-sharing requirements.

- Ensure communications respect the dignity, privacy, and lived experiences of children, youth, and families.
- Apply trauma-informed, strengths-based, and culturally safe communication practices.

Qualifications & Experience Required

- Post-secondary education in Communications, Public Relations, Marketing, Journalism, Indigenous Studies, or a related field, or an equivalent combination of education and experience.
 - Minimum 2–3 years of experience in communications, digital media, or community engagement.
 - Demonstrated experience managing social media platforms and websites.
 - Strong written and verbal communication skills.
- Experience coordinating events and managing multiple priorities.

Preferred

- Experience working in or with First Nation, Indigenous, or community-based organizations.
- Knowledge of child and family services, social services, or public-sector environments.
- Familiarity with website content management systems (CMS) and basic analytics tools.

Skills & Competencies

- Excellent writing, editing, and storytelling skills.
- Strong organizational and time-management abilities.
- Cultural humility and understanding of First Nation community contexts.
- Ability to work independently and collaboratively within a multidisciplinary team.
- High level of professionalism, discretion, and attention to detail.
- Creative, adaptable, and solutions-oriented approach.
- Strong interpersonal skills and ability to engage respectfully with diverse audiences.

Working Conditions

- Combination of office-based, and community-based work.
- Occasional evening or weekend work may be required to support events or community activities.
- Travel within the community or region may be required.

Equal Opportunity & Preference

Zaag'idiwin promotes equal employment opportunities. Preference will be given to candidates who identify as Indigenous, particularly those who are members of Saugeen First Nation, in alignment with the needs of the communities we serve.H

How to Apply

Interested candidates are invited to submit their **resume and cover letter**, in Word or PDF, to careers@zaagidiwin.ca.

Please include "Communications and Engagement Coordinator – [Your Name]" in the subject line.

Applications will be accepted **until 4:00 p.m. Tuesday, July 28, 2026**