



## Communications Manager

Are you an experienced Communications Manager who is looking to build on a strong track record of overseeing the full scope of communication functions for our growing organization? Do you dream of using your communications abilities to make a real difference in the lives of Indigenous people within a strengths focused environment?

### If so, let's talk!

Thunderbird Partnership Foundation is a national non-profit organization serving First Nations in mental wellness. Our mandate is set by three frameworks:

1. Honouring Our Strengths: A Renewed Framework to Address Substance Use Issues Among First Nations People in Canada
2. Indigenous Wellness Framework
3. First Nations Mental Wellness Continuum

Our core stakeholders are First Nations communities and the network of First Nations adult and youth treatment centres. To support our mandate, Thunderbird has two office locations: one based in a First Nations community in southwestern Ontario, and the other in the city of London, Ontario. This position is based out of the Delaware Nation office near the village of Bothwell.

### Your Opportunity

As the Thunderbird Partnership Foundation Communications Manager, you will

- develop and implement marketing and communications campaigns and strategies that amplify Thunderbird's brand image;
- provide writing and editorial expertise for print and digital products relating to substance use, addictions, mental health and mental wellness;
- lead the Thunderbird team in the development of communication and marketing materials, including reports, articles, the Thunderbird Annual Newsletter and Annual Report;
- oversee web and social media content and all things necessary to produce quality, informative, engaging and consistent messaging for Thunderbird;
- work on a team with others like yourself who are dedicated to work which has real value and meaning in the lives of others;
- apply your experience, skills, talents, and passion for the benefit of others while learning from the expertise of your wellness focused team ;
- work with staff who are kind, supportive, encouraging, and caring; and
- enjoy the satisfaction that comes from knowing that your work is much more than just a job.

### Job Requirements

#### Education and Experience

- Bachelor's degree in communications, public relations, marketing or related field;
- 5 years' work-related experience;
- 3 years' working in a First Nation or Indigenous Organization and
- 5 years' supervisory experience;

OR

- Master's degree in communications, public relations, marketing or related field;
- 5 years' work-related experience;
- 3 years working in a First Nation or Indigenous Organization; and
- 5 years' supervisory experience.



## Other Requirements

- proficient in French to oversee and run bilingual social media feed
- proven working experience as a writer/editor
- strong research, proofreading and leadership skills
- hands on experience with InDesign, Photoshop or other publishing tools
- proven familiarity with social media best practices
- excellent writing skills in English and ability to communicate clearly
- hands on experience with MS Office
- fluency in a First Nations language is a definite asset
- knowledge of First Nations culture and customs including natural healing is a definite asset
- excellent interpersonal and communication skills (verbal and written)
- ability to work collaboratively with internal team and external stakeholders
- ability to function autonomously with minimal supervision, to be flexible and adaptable to change
- high level of professionalism and able to always maintain confidentiality
- creative, detail-oriented, and self-motivated with a strong work ethic and commitment to quality
- demonstrates strong organizational, time-management and multitask skills with ability to work on multiple assignments in a fast-paced, deadline-oriented environment
- able to access worksites not accessible by public transportation

If this sounds like the right fit for you, please email your **cover letter and resume** for confidential consideration. All applications will be screened based on the above qualifications and submission of a full application (cover letter and resume).

Thunderbird Partnership Foundation (NNAPF)  
22361 Austin Line  
Bothwell, ON N0P 1C0

**Email:** [resumes@nnapf.com](mailto:resumes@nnapf.com)

**Closing date:** Open until filled.

We value the importance of diversity and dignity in the workplace and are committed to developing inclusive, barrier-free recruitment and selection processes and work environments. If you require accommodation during the recruitment and selection process, please let us know. We thank all applicants for their interest; however, only those candidates who are selected for an interview will be contacted. To request a full job description, please contact Annette Howlett at [ahowlett@thunderbirdpf.org](mailto:ahowlett@thunderbirdpf.org)