



First Nations Health Managers Association
Association des gestionnaires de santé des Premières Nations

The First Nations Health Managers Association (FNHMA) currently has an opening for a full time Communications Coordinator. FNHMA is looking for the right individual who possess strong intellectual curiosity, be willing to immerse themselves in a wide range of unfamiliar subjects and be a fast learner.

FNHMA is a not-for-profit national professional association involved in expanding health management capacity for First Nations. FNHMA provides leadership in First Nation health management activities by developing and promoting quality standards, practices, research, certification, networking and professional development to expand capacity for our members and First Nations.

Reports to: Director of Corporate Services (DCS)

Summary

The FNHMA's communications function is focused on promoting the FNHMA to prospective members, current members and other stakeholders such as funders, partner organizations, sponsors and the various First Nations across Canada that the FNHMA serves. The other communications function for the FNHMA is to provide accountability to its Board of Directors, members and funders through the creation of reports and updates.

The ultimate communications goals of the FNHMA are to:

- Attract individuals to become Certified First Nations Health Managers;
- Encourage existing members to remain engaged with the FNHMA;
- Promote the FNHMA as the national voice on First Nations health policy/management matters;
- Promote the importance of the CFNHM designation and the related competency framework and curriculum as an essential component of improving the delivery and quality of First Nation health services across Canada.

Duties and Responsibilities

- Facilitate the creation of an annual communications plan for the FNHMA
 - Collaborate with the CEO and other senior leaders within the FNHMA to define the communications objectives;
 - Identifying communications channels that will be effective in communicating FNHMA messages to the target audiences;
 - Define and maintain an FNHMA-wide communications calendar including delivery of courses, the annual conference, key dates in the First Nations health policy and fiscal calendar, and various events where FNHMA is invited to participate, or plans to attend.
 - Assist the CEO and other FNHMA managers with the development of communications-related budget estimates for their respective budgets.

- Production of Communications Material
 - Digital content for the FNHMA website, social media channels and email campaigns;
 - Press releases as directed by the CEO;
 - FNHMA annual report;
 - Templates for internal communications, specifically Board presentations;
 - Marketing collateral and event signage to promote FNHMA; and
 - Advertising content for targeted marketing campaigns.
- Supervision of contractors who may be used from time-to-time to support the production of communications material (graphic designers, writers, printers, website hosts, etc.)
- Direct management of FNHMA social media accounts and the FNHMA website in accordance with the communications plan.
- Participation in FNHMA marketing activities/events
 - Assistance with event planning for FNHMA conference.
 - Assistance with FNHMA presence at tradeshow and other events where FNHMA is to be generally promoted.

Qualifications

- A post-secondary degree with a focus in Communications, Marketing, Public Relations, Journalism or similar.
- 3-5 years of related experience, preferably with indigenous organizations/audiences.
- Previous experience in a related role within an indigenous organization (public relations, marketing, communications) – preferably in the field of healthcare/social services.
- Fluency in both English and French, as well as fluency/familiarity with indigenous languages, is considered a strong asset

Salary Range: Competitive salary and benefits package

Term: Permanent

Closing Date: October 4, 2019 at 5:00 PM EST

Work Location: Ottawa, satellite office

Please submit your resume and cover letter to:

Connie Toulouse

Director of Corporate Services

341 Island Road, Unit E

Akwesasne, ON K6H 5R7

Email: connie@fnhma.ca

Fax: (613) 319-8092

Preference will be given to Indigenous candidates. Only those selected for an interview will be contacted.