Taykwa Tagamou Nation

RR#2, Box 3310
Cochrane, Ontario
P0L 1C0

Telephone: (705) 272-5766
Fax: (705) 272-5785
www.taykwatagamou.com

Employment Opportunity

Communications Generalist

Location: Taykwa Tagamou Nation
Reports to: Executive Director

About the Role

The Communications Generalist supports Taykwa Tagamou Nation (TTN) by issuing clear, timely, and culturally respectful information to community members, staff, partners, and the general public. This role plays a key part in keeping people informed about TTN programs, services, events, and initiatives through coordinated internal and external communications.

Working closely with departments across the organization, the Communications Generalist helps ensure TTN's communication channels are accurate, accessible, and consistently maintained, while supporting a positive and professional public presence.

Responsibilities

- Prepare and distribute community announcements, notices, and public updates
- Support internal communications that keep staff informed of organizational news and activities
- Maintain and update TTN website content in coordination with departments
- Draft, schedule, and coordinate content for TTN communication channels, including social media and community app
- Assist with media releases and support responses to media inquiries as directed
- Write, edit, and proofread communication materials for different audiences and platforms
- Support communication planning for programs, services, and events
- Collaborate with internal departments and key employees for event communication requirements
- Plan and execute audio visual support during community meetings and information sessions
- Track basic communication metrics to help improve outreach and engagement
- Maintain communication calendars, records, and content files
- Participate in meetings, training, and orientation as required
- Other related duties as assigned

Qualifications

- Completion of Grade 12 or equivalent, with a combination of relevant training and experience related to communications
- 1–3 years of related communications experience, including preparing written materials and coordinating multiple tasks or deadlines
- Demonstrated strong written communication skills, with the ability to draft, edit, and proofread clear and professional materials; *shortlisted candidates may be asked to provide a brief writing sample*
- Effective time-management and organizational skills to manage competing priorities in a changing environment
- Post-secondary education in Communications, Public Relations, Journalism, Media Studies, or a related field (is an asset)
- Experience supporting communications in a community-based, public-sector, or non-profit environment, including work with a First Nation (is an asset)
- Communications-related training or certificates (e.g., writing, media, social media, digital content or marketing) (is an asset)
- Valid Ontario Class G driver's licence
- Ability to speak Cree (is an asset)

Taykwa Tagamou Nation offers a competitive compensation package subject to qualifications and experience; group medical insurance: extended health, dental, life, AD&D and Pension Plan benefits.

How to apply:

Please include these documents in your submission:

- Letter of Application/Cover Letter
- Resume
- Three recent work references (one being from your most recent supervisor/manager)
- Copies of Certificate(s) of Qualification

By email: resumes@taykwatagamou.com

By Fax: 705-272-5785

By mail: P.O. Box 3310, RR#2, Cochrane, ON. P0L 1C0

Deadline to submit application:

Novmeber 28, 2026 before 4:30pm

A complete work description is available upon request. Preference and Priority will be given to Taykwa Tagamou Nation Applicants. We wish to thank all applicants however only those selected for an interview will be contacted.

Posted: November 13, 2026