



**COMMUNICATIONS
COORDINATOR
EXTERNAL POSTING
Posted: June 24, 2024
Closing: July 8, 2024**

The Anishinabek Police Service requires one (1) full-time Communications Coordinator based at one of our detachments. This position is non-union and will work Monday to Friday, 40 hours/week.

Summary of Function:

The primary function of the Communications Coordinator will be the internal and external communication strategies/plans of the Anishinabek Police Service.

Qualifications:

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Cultural Specific Knowledge of Service Area Population	<ul style="list-style-type: none">• Knowledge of philosophy appropriate for local Indigenous customs and culture for the APS communities with respectfulness and sensitivity to the history and needs of Anishinabek persons.
Entry Qualifications including Technical Knowledge and Skills	<ul style="list-style-type: none">• Proficiency in MS Office applications and advanced computer skills• Ability to learn very quickly in a fast-paced environment; problem solve and exercise good judgment• Valid Class G Driver's License• Must be bondable• Must pass Anishinabek Police Service background check and provide satisfactory Criminal Record Check when requested
Education	<ul style="list-style-type: none">• Post-secondary education in communications, business administration, or a related field, or equivalent in education/experience.
Experience	<ul style="list-style-type: none">• Knowledge of effective use, maintenance of MS Word, Excel,• 5 years' experience working in a First Nations environment• Experience in First Nation Leadership/Governance capacity is an asset• Ability to speak ojibway would be an asset
Vision and Mission	<ul style="list-style-type: none">• Demonstrates knowledge of organizational purpose – why the police service exists;• Demonstrates ability to identify how the position of the Communications Coordinator position relates to the police service vision, mission and organizational goals
Cultural Sensitivity	<ul style="list-style-type: none">• Must be able to demonstrate knowledge of the police service's vision and mission;• Provide effective, efficient and culturally sensitive police services;• Participation in personal and professional development learning opportunities for effective stress management and personal wellness
Personal Growth	<ul style="list-style-type: none">• Actively participates in in-service and cultural and language learning opportunities; proactively pursues opportunities for self-development.
Added Skills	<ul style="list-style-type: none">• Interpersonal, independence and team skills; organized; able to prioritize, multi-task; meet deadlines

Interested applicants may submit a hiring package which includes the following:

- Covering letter detailing interest in noted position;
- A resume detailing your career, education and relevant experience;
- APS Civilian Application form & Consent form (located on our website)

Closing date for applications is Monday July 8, 2024 at 4:30 p.m. EST. Please quote HQ-14-24-02 on your application and the subject line of your message. All completed packages MUST be sent to recruitment@apscops.org Please visit the civilian careers page of www.apscops.org for the detailed job description, application form and consent form.

Anishinabek Police Service is committed to the Accessibility for Ontarians with Disability Act. If you require accommodation for any stage of the hiring process, please contact recruitment@apscops.org for more information.

Please note for internal persons applying, any disciplinary violations in the last two calendar years may be considered in the decision for your suitability for this position. Specifically, the nature or severity of the violation will be examined for its relevance to the position.

** We thank everyone for their interest in the position, however, only those chosen for an interview will be contacted. **