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EMPLOYMENT OPPORTUNITY

Knowledge Mobilization Officer – Research & Data Management Vacant Position

The Chiefs of Ontario is inviting applications for the position of Knowledge Mobilization (KM) Officer. The Knowledge Mobilization Officer position's overall purpose includes identifying knowledge needs, developing and implementing a Knowledge Mobilization plan, creating and distributing Knowledge Mobilization content, providing public relations, education and overall, Knowledge Mobilization and communications support for the Chiefs of Ontario Research and Data Management Department. Our ideal candidate will have strong research and writing skills, enjoy working in a rapidly changing sector, be willing to learn, and could lead complex projects.

LOCATION: Hybrid – Remote, 468 Queen St East, Toronto Ontario

DUTIES AND RESPONSIBILITIES:

- Knowledge Mobilization planning and development, delivery of organization messages to intended target audiences, and monitoring and evaluating the Knowledge Mobilization implementation process.
- Assisting in the development of Knowledge Mobilization objectives and a Knowledge Mobilization plan; primarily assisting in the development and delivery of an engagement strategy.
- Coordinate Knowledge Mobilization and communication activities to advance the Research and Data Management strategic plan.
- Media Relations, including media strategic planning development; social media management, writing of news releases, media advisories and statements.
- Public Relations activities that create an awareness of the initiatives within the Research and Data Management Department.
- Supporting the Research and Data Management Department in all aspects of Knowledge Mobilization (writing, editing, publishing, research, planning, information dissemination).
- Developing resource materials to be distributed as sources of information and promotion for Research and Data Management initiatives and projects (brochures, newsletters, information packages, media releases and communiques).
- Support and assist the Research and Data Management Department in the planning and execution of meetings, gatherings, and special events.
- Performing other duties as assigned.

Candidates must be willing to work flexible hours during peak periods, such as assembly seasons and out-of-town meetings. Travel will also be necessary.

QUALIFICATIONS:

- Post-secondary education in a relevant area such as Communications, Journalism, Public Relations, or related field.
- Relevant work experience in combination with education will be considered.
- Excellent computer skills and experience with digital marketing.
- General knowledge of the Chiefs of Ontario and its activities and current events related to First Nations in Ontario.
- At least 2 to 5 years' experience in media relations, preferably with First Nation but not essential.
- Knowledge of data, research and knowledge mobilization.
- Knowledge of First Nation traditions, cultures and values; understand the history and relationship between First Nations and the Crown is an asset.
- Professional integrity and the ability to maintain confidentiality are essential.
- Good analytical and problem-solving skills.
- Excellent communication skills, including written and verbal.
- Time management, organization and planning skills; and
- Experience with audio and video equipment is an asset.

BENEFITS:

- Negotiable Hybrid Work Arrangement
- Two (2) Weeks Paid Time Off for December Holiday Break
- Two (2) Weeks of Paid Vacation per Year, Progressively Increasing After Years of Service
- Ten (10) Days of Sick Time per Year
- Five (5) Days of Personal Time per Year
- Employer Matched Pension
- 100% Employer Paid Group Insurance, Including Extended Health Coverage, Dental, Short-/Long-Term Disability, and Life Insurance

BASE SALARY: \$65,000 - \$85,000 per year, as determined by experience

DURATION: ASAP to March 31st 2027 (Potential renewal contingent upon funding approval)

**Send a cover letter, resume, and two (2) references marked confidential to:
Ashley Nardella, Human Resources: opportunities@coo.org**

Applications will be accepted until the position is filled.
All Applicants must be eligible to work in Canada.
Only successful Candidates will be contacted.