



**PEGUIS MAIN OFFICE**  
Box 610  
Peguis First Nation, MB R0C 3J0  
P: (204) 645-2049  
F: (204) 645-2558  
Toll Free: 1 (877) 777-2049

**WINNIPEG OFFICE**  
500 Madison St.  
Winnipeg, MB R3H 0L4  
P: (204) 632-5404  
F: (204) 632-7226  
Toll Free: 1 (877) 632-5404

## Peguis Child and Family Services Job Posting

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**Job Title:** Assistant Communication Director

**Competition Number:** 2025-09-04

**Salary Range:** CL4-1+\$55,472.00 (based on credentials and experience)

**Location:** Peguis, MB

**Type:** Full Time

**Date Posted:** Friday September 5, 2025

**Closing Date:** Friday September 19, 2025

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### Job Overview:

The Assistant Communication Director will support the Communication Director in developing and implementing strategic communication plans that enhance the organization's public image, promotes its mission, and engages various stakeholders. This position will involve crafting and delivering captivating message across different communication channels, managing media relations, and supporting Agency communications initiatives.

### Key Responsibilities:

- Write, edit, and produce a diversity of communication materials
- Assist in maintaining relationships with media stakeholders, responding to inquiries and pitching stories to ensure effective media coverage
- Assist with managing the Agencies social media platforms
- Collaborate in planning and executing communications for Agency events
- Assist in developing and distributing communication materials that keep staff informed and engaged
- Support efforts to build and maintain the Agencies public image ensuring consistency
- Skilled in Photography and photo editing
- Other duties as assigned

### Qualifications:

- Knowledge of Peguis First Nation's Legislation "The Honouring our Children, Families, and Nation Act"
- Excellent writing, editing, and verbal communication skills with a strong attention to detail
- Proficient with social media platforms and digital tools
- Experience with community outreach and relationship building
- Strong computer and online research skills including proficiency in graphic design software
- Excellent organizational and collaboration skills
- Experience with Photography and photo editing
- Valid class 5 Driver's license and insured vehicle with \$2,000,000.00 liability coverage.

### Education & Experience:

- Bachelor's degree in Communications, Public Relations, or a related field
- Minimum of 2 year of experience in communications or a related field
- A combination of experience and educations will be considered

**How to Apply:** Send a cover letter, resume, and three (3) references to:

**Email:** [hr@peguiscfs.org](mailto:hr@peguiscfs.org)

**Fax:** 204-632-7226

**Phone:** 204-632-5404



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All applicants will be subject to satisfactory pre-employment drug test, criminal records, child and adult abuse registry and prior contact checks. Please cite the competition number and position in the subject line when submitting by email. We thank all who apply, however, only those candidates selected for an interview will be contacted. First Nation applicants are encouraged to self-identify as being of First Nations descent.

