

Job Posting

Title: **Social Media and Communications Coordinator**

Location: **Atikameksheng Anishnawbek, ON**

Application Deadline: **May 28, 2021**

Terms: Part-time Contract .

Job Purpose:

Under the direction of the Executive Director, the Social Media and Communications Coordinator will be responsible to create engaging content in alignment with the mission and vision of Manotsaywin Nanotoojig Inc.

Key Responsibilities:

- Update Website with relevant information;
- Produce advertisements for different Indigenous websites and publications;
- Develop marketing collaterals such as brochures, catalogs, presentation and curate success stories, infographics, ad creatives with a strong brand focus;
- Editing all articles, website content, social media content, as well as things like reports, posters, and other written communication;
- Research and developing media lists
- Planning and organizing program events, and producing program documents;
- Curating, scheduling and posting content on our social media channels including Instagram, Facebook, Twitter, LinkedIn, TikTok;
- Post content Monday through Friday and on particular awareness days/holidays;
- Develop and execute an integrated communication and social media plan that results in new clients, more engaged clients and increased usage while upholding Manotsaywin Nanotoojig Inc. values;

Qualifications:

- College or University education in Public Relations or Communications is considered an asset.
- Demonstrated skills in the creation and moderation of social network sites, content for social communities and/or groups; computer skills
- Strong visual aesthetics, following trends and best practices in driving the growth of the brand across marketing channels.
- Familiarity with current social media trends and techniques required.
- Knowledge of Indigenous languages and traditions.
- Demonstrated ability to follow direction and work with little or no supervision.
- Class G Driver's License and access to a vehicle.
- Current criminal record check (dated no longer than 3 months).

Apply with cover letter and resume. Provide three work related references with contact information. Only those chosen for an interview will be contacted.

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