



EMPLOYMENT OPPORTUNITY

Events & Social Media Coordinator

1 year contract with Potential for f/t permanent appointment

Under the supervision of the Executive Director, the position is primarily responsible for planning and delivery of events, and creating and disseminating external communications. The Events & Social Media Coordinator will oversee the management and maintenance of all online communication vehicles for Tsi Tyónnheht Onkwawén:na (TTO), including but not limited to TTO's website and social media accounts.

DUTIES AND RESPONSIBILITIES:

- Assist in planning and delivery of TTO community events
- Create and disseminate external communications materials
- Ensure promotional materials are developed and distributed on an appropriate timeline
- Participation on job-related internal and external committees/groups
- Articulate the organizational mission and vision statements
- Management of event budget and subsequent reporting
- Other duties as assigned

REQUIRED QUALIFICATIONS:

- Postsecondary degree or diploma in communications, marketing, public relations, or a related field an asset; 2 years related experience in an office setting
 - or a combination of education and experience
- Novice-Intermediate level of written Kanyen'kéha is preferred; willingness to learn and use is required; knowledge of Onkwehonwe'néha is an asset
- Exceptional command of the English language, including grammar, punctuation, and spelling
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines
- Excellent written and verbal communication skills
- Works well with others
- Computer literate, including experience with MS Office, publishing applications and G-Suite
- Knowledge of the principles of effective communications, publicity, advertising and community relations

To apply please email resume and cover letter to tto@kenhteke.org

Applications must be received by Friday, January 20th at noon.

Preference will be given to MBQ members and Indigenous applicants.