



EMPLOYMENT OPPORTUNITY

Community Engagement Worker

Contract: 35 hrs/wk; January 3, 2022-December 30, 2022.
Potential for f/t permanent appointment after contract end date.

Under the supervision of the Operations Coordinator, the Community Engagement Worker is primarily responsible for creating and disseminating external communications and coordinating and delivery of planned events. The Community Engagement Worker will develop an annual plan and oversee the daily administration of the plan. This position will also 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:

- Create and disseminate external communications materials
- Assist in planning and delivery of community programs, including marketing and promotion
- 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
- Provide editing services for grammar and in content
- Identify audience and appropriate formats for media; produce statistical reports for analysis
- Management of event budget and petty cash 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 Onkwewonwe'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, and handles direction and criticism in a positive manner
- Ability to absorb new ideas/concepts quickly and clearly communicate to an audience
- Computer literate, including experience with MS Office, publishing applications and G-Suite
- Knowledge of the principles of effective communications, publicity, advertising, community relations, organization structure as they relate to the organization

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

Applications must be received by Thursday December 16, 2021 at noon.

Preference will be given to MBQ members and Indigenous applicants.