



## INDIGENOUS WOMEN OF THE WABANAKI TERRITORIES

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### JOB ADVERTISEMENT

#### **Communications & Events Coordinator**

Fredericton, NB

*Posted March 3<sup>rd</sup>, 2023*

#### **ABOUT US**

Indigenous Women of The Wabanaki Territories (IWWT) is the provincial, not-for-profit, membership-based organization representing Indigenous women, girls, and gender-diverse people from Wabanaki and urban communities within the colonial borders of New Brunswick, Canada. Our office is located in the unceded Wolastoqewiyik homeland of Wolastokuk at Sitansisk (St. Mary's First Nation, Fredericton).

IWWT's mission is to support, inform, and empower our membership to assert their inherent and unique Indigenous rights through capacity building, knowledge mobilization, healing and wellness, and strategic advocacy toward reclaiming traditional, Indigenous matriarchal leadership and strengthening individual and collective linguistic and cultural identities.

#### **ABOUT THE JOB:**

Under the direction of the IWWT Office Manager, the Communications & Events Officer is integral in advancing the mission and goals of IWWT. Duties will include co-developing and implementing a communications and membership engagement strategy; designing and drafting content for newsletters, posters, social media posts, media releases, etc.; strengthening IWWT brand recognition and messaging; organizing and running IWWT virtual and in-person events; note-taking, drafting correspondence, and letter-writing; and, developing and maintaining an IWWT membership database and email distribution lists.

#### **Responsibilities Include:**

- Physical presence at the IWWT office in Fredericton, NB;
- Reporting to the IWWT Office Manager, including written reports as requested;
- Collaborating with the IWWT Office Manager and other staff in the drafting of a Communications and Membership Engagement Plan;
- Implementing the approved Communications and Membership Engagement Plan to the best of their abilities, including but not limited to:
  - Membership engagement;
  - IWWT brand development;
  - Social media campaigning;
  - Public relations messaging;



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- Communications network development (membership & partners);
- Website and social media account upkeep and correspondence;
- Newsletter creation and distribution;
- Graphic design for digital and print media using applications such as Canva (event posters, labels, social media posts, PPT and/or report templates);
- Draft external correspondence, statements, and/or press releases;
- Tracking engagement & outreach when possible (# of participants, # of users on website, etc.);
- Supporting IWWT human resources by outreach to Employment and Training Officers in communities and Indigenous organizations; and,
- Other aspects of the plan not listed here including monitoring of plan objectives.
- Coordinating and facilitating virtual and in-person events, including the Annual General Assembly;
- Creating and maintaining the membership database;
- Note-taking at events as requested;
- Participating in a Performance Review every quarter; and,
- Reporting on duties/activities to the Board as requested.

### **ABOUT YOU:**

You will be self-motivated and a keen team player with a combination of relevant education and work experience, as well as a passion for helping others. Additional skills and experience are as follows:

- College diploma or Bachelor's degree in a related field and/or equivalent relevant experience;
- Knowledge of and experience working with Wabanaki peoples, communities, and issues;
- Responds to direction and criticism positively and productively;
- Excellent verbal and written communication skills in English;
- Excellent social media and digital marketing skills;
- Familiarity with website design, Canva, Zoom, and social media platforms such as Facebook, Instagram, and Twitter;
- Ability to adapt communications content and messaging to target specific audiences;
- Ability to tailor writing to reflect voice/perspective of IWWT Board and/or membership;
- Strong multi-tasking skills to manage communications content across a variety of platforms;
- Excellent computer literacy skills (MS Office 365 and spreadsheets);
- Strong organizational abilities;
- Ability to ensure the security and confidentiality of participant information and records;



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- Effective interpersonal skills, ability to problem solve, use good judgement and work independently, as well as in a team;
- Awareness/sensitivity to all types of issues related to membership diversity;
- Flexibility and ability to adapt creatively in a variety of situations; and,
- A recent satisfactory criminal record and vulnerable sector check.

### **WORKING CONDITIONS:**

- The work location is the IWWT, Fredericton office;
- Physical presence in the office is required 9:00 am – 5:00 pm, Monday to Friday, with the occasional weekend for special events or reporting to the Board of Directors;
- Any work required outside of regularly scheduled working hours will be tracked and compensated with time-off;
- Salary based on qualifications and experience and paid weekly via direct deposit;
- There is a six-month probation period and quarterly performance reviews;
- 1.25 vacation days and 0.8 wellness days per month; and,
- Some travel within the province is required on occasion, reimbursed at provincial per diem rates.

### **HOW TO APPLY:**

Please apply by submitting your resume, cover letter, and three employment references to [megan@iwwt.ca](mailto:megan@iwwt.ca). Applications will be accepted on a rolling basis until a candidate is hired. Only those selected for an interview will be contacted.

IWWT is committed to building a skilled and diverse workforce that reflects the Wabanaki peoples we serve. As an equal opportunity employer, we actively support workplace equity for all persons.