

JOB OFFER

Communications Coordinator

Type: permanent
Schedule: full-time

Location: Abitibi-Témiscamingue
Salary: to be negotiated

Minwashin

Minwashin is a non-profit organization that aims to support, develop and celebrate the Anicinabe nation's arts, language and culture. To learn more, visit minwashin.org

Job description

The person in charge of communications will be responsible for promoting Minwashin's projects and Anicinabe culture in general, by developing and executing communications strategies. He or she will animate the organization's social platforms and create written and visual content that reflects our identity and values, while working closely with the team to promote and document elements of Anicinabe culture.

Tasks and Responsibilities

- Develop and implement communication plans to promote projects and their processes;
- Collaborate with the team to reflect on the organization's strategic objectives and messages, particularly with the video department;
- Document cultural concerns and write strategic texts to support Minwashin's initiatives;
- Manage and animate Minwashin's social media platforms, ensuring that content is engaging and aligned with the organization's values;
- Write official communications (press releases, website, etc.) and ensure consistency with the organization's image;
- Support colleagues in the development of projects related to language workcamps, archives and support for cultural carriers;
- Respond to media interview requests and coordinate media relations;
- Perform other related tasks as required.

Skills and aptitudes required:

- Good oral and written French and English;
- Proficiency with Office suite and graphic design tools (e.g. Canva, Photoshop);
- Ability to manage several projects simultaneously while respecting deadlines, to work under pressure and to deal with unforeseen and urgent situations;
- Knowledge of social media and digital trends, understanding of algorithms, engaging formats, and tools for analyzing performance on social networks;
- Ability to make complex concepts accessible to a wide audience ("vulgarization");
- Ability to interact with social network subscribers in a caring and professional manner;
- Ability to analyze communication needs and propose solutions in line with the organization's objectives;
- Team spirit and ability to collaborate with various partners;
- Autonomy and initiative.

A good knowledge of the Anicinabek environment, culture and history is considered an important asset.

To apply, send your résumé by email to info@minwashin.org

Deadline to apply: February 7, 2025

Anicinabek candidates will be given preference over others of equal ability.

