



MANITOBA MOON VOICES INC.

Member of the Native Women's Association of Canada

Partnership and Communications Strategist

Job Posting: Partnership and Communications Strategist

Opening Date: August 27, 2021

Closing Date: September 12, 2021

Job Type: Full time

Salary: Based on experience

Manitoba Moon Voices Inc. (MMVI) is a not-for-profit organization that enhances, promotes, and fosters the social, economic, cultural, and political well-being of First Nations, Inuit, and Métis women, girls, and gender diverse individuals within Manitoba.

MMVI is seeking a professional and engaged Partnership and Communications Strategist to join our team. Reporting to the Executive Director, the Partnership and Communications Strategist works closely with staff and board members to improve internal and external communications, contribute to the development of programs and initiatives, and identify opportunities to build partnerships that benefit Indigenous women, girls, and gender diverse individuals.

The Partnership and Communications Strategist works to promote MMVI's mission, vision, and strategic plan, while embodying MMVI's Code of Honour. The Partnership and Communications Strategist is committed to ensuring that the *231 Calls for Justice* from the *National Inquiry into Missing and Murdered Indigenous Women and Girls* remain within the public consciousness.

As the Partnership and Communications Strategist, you will:

- lead communications and public relations initiatives;
- develop, produce, and execute the yearly communications plan;
- develop and maintain partnerships with like-minded grassroots organizations;
- develop and manage content for digital and print channels, including Facebook, Instagram, Twitter, monthly e-blast, quarterly newsletter, and other marketing materials.
- build and maintain MMVI's social media calendar and content library;
- track, analyze, and report on performance metrics across MMVI's channels;
- ensure that persuasive and informative messaging is written for – and reaches – Indigenous women and gender diverse individuals;
- increase membership numbers through engaging storytelling and two-way communication;
- ensure communications products are consistent with the MMVI's brand;
- make recommendations for change based on expertise; and
- perform other duties as assigned.

As the Partnership and Communications Strategist, you will have the following qualifications, skills, and experience:

- Undergraduate degree or diploma in journalism, communications, public relations, or equivalent work experience in a related field.

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- Minimum two-years experience in in journalism, communications, public relations, or equivalent work experience in a related field.
- Excellent interpersonal, written, and verbal communication skills and strong organizational skills.
- Experience developing and producing a wide variety of communications materials including communications strategies, social media calendar, digital and print materials.
- Experience with WordPress, Microsoft Office, Adobe Creative Cloud, Constant Contact, Hootsuite, Survey Monkey, and Basecamp.
- Knowledge and understanding of the Indigenous Women's and 2SLGBTQQA sectors in Manitoba.
- Knowledge and understanding of the diversity of cultural/spiritual practices of Indigenous women.
- Practical knowledge of trauma-informed processes and practices (if necessary, training will be provided).
- Clear Criminal Record and Child Abuse Registry check.
- Dedication to team building and creating a safe, inclusive environment for staff.
Strong understanding and use of social media platforms, and online engagement platforms, such as Zoom.
- Experience working within Manitoba's Indigenous and 2Spirit/Indigenous LGBTQQA+ communities is an asset.
- Fluency in an Indigenous language and knowledge of cultural teachings and ceremonies is an asset.

How to Apply:

Please submit your application to shoskie@mmvi.ca by September 12, 2021. Your resume and cover letter must clearly illustrate how you meet the qualifications, skills, and experience requirements. Only those being invited to an interview will be contacted.

Please note, preference will be given to qualified Indigenous women and gender diverse applicants, in keeping with the stated goals of the organization. Individuals from minority or Indigenous groups and persons with disabilities are encouraged to self-declare within their cover letter.