



# MANITOBA MOON VOICES INC.

Member of the Native Women's Association of Canada

## Communications Coordinator

**Job Posting:** Communications Coordinator

**Opening Date:** June 2, 2022

**Closing Date:** June 16, 2022

**Job Type:** Term to March 31, 2023 with possibility of extension

**Salary:** \$47,000

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 Communications Coordinator (CC) to join our team. Reporting to the Executive Director, the CC works closely with staff and board members to improve internal and external communications, update and action the annual communications calendar, social media channels, and the MMVI website. The CC works with the executive and program staff to ensure programs and initiatives that benefit Indigenous women, girls, and gender diverse individuals are promoted effectively and efficiently.

The CC works to promote MMVI's mission, vision, and strategic plan, while embodying MMVI's Code of Honour. The CC 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 CC, you will:

- lead communications and public relations initiatives;
- develop, produce, and execute the yearly communications plan;
- 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 MMVI's brand;
- make recommendations for change; and
- perform other duties as assigned.

### As the CC, you will have the following qualifications, skills, and experience:

- undergraduate degree or diploma in journalism, communications, public relations, or equivalent work experience;
- experience in journalism, communications, public relations, or a combination of acceptable work and education experience;

**301-286 Smith Street, Winnipeg, MB R3C 1K4**

**T:** 204.942.1828 **TF:** 1.855.893.0166 **F:** 204.942-1329 **E:** ed@mmvi.ca **W:** manitobamoonvoices.com

- excellent interpersonal, written, and verbal communication skills and strong organizational skills;
- experience developing and producing communications materials including communications strategies, social media calendar, digital and print materials;
- experience with WordPress, Microsoft Office, Adobe Creative Cloud, and Constant Contact;
- experience with social media platforms, and online engagement platforms, such as Zoom;
- knowledge and understanding of the Indigenous Women's and 2SLGBTQQIA 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;
- experience working within Manitoba's Indigenous and 2Spirit/Indigenous LGBTQIA+ communities is an asset; and
- 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](mailto:shoskie@mmvi.ca) by June 16, 2022. Your résumé 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.