



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/20

## Coordinator, Digital And Communications

**Job ID** E4-96-3D-A7-74-CC

**Web Address**

<https://careers.indigenous.link/viewjob?jobname=E4-96-3D-A7-74-CC>

**Company** Havergal College

**Location** Toronto, Ontario

**Date Posted** From: 2024-04-24

To: 2024-05-24

**Job** Type: Full-time

Category: Creative Media and

Writers

**Languages** English

### Description

We are seeking an individual who is inspired by our mission and whose beliefs align with our core values of integrity, compassion, inquiry and courage, and reflects our core competencies to join Havergal College as a Coordinator, Digital and Communications. This is a full-time, 6-month contract with the possibility of renewal of the contract.

#### Why Havergal is the Place to Be

Founded in 1894 and located on a beautiful 22-acre campus in midtown Toronto, Canada, Havergal College is one of Canada's pre-eminent independent schools for girls from Junior Kindergarten through Grade 12.

At Havergal College, we believe that great schools are made up of great people. With a rich history spanning over 130 years, we are committed to offering a contemporary liberal arts education, which is rooted in the Anglican tradition. Our mission is to prepare young women to make a difference. Through our outstanding academic and co-curricular programs, and a cohesive and collegial team of faculty and administrative staff, we nurture a culture of capability that fosters self-confidence, leadership, critical thinking and global-mindedness within our students.

We take pride in attracting and retaining highly-qualified faculty and administration staff to ensure that our school remains at the forefront of educational excellence. Join us on this transformative journey of education, working together to empower young women to make a positive difference in our world.

We are committed to building a diverse workforce and an inclusive workplace. We believe that an inclusive environment fosters a culture of mutual respect, creativity and innovation, collaboration and accountability. To this end, we encourage applications from all qualified candidates with a diverse range of experiences and perspectives, including women, BIPOC (Black, Indigenous and People of Colour) peoples, LGBTQ2S+, and persons with disabilities to join our thriving team. We seek candidates who are committed to nurturing a community where integrity, compassion, inquiry and courage thrive.

#### The Position:

Reporting to the Manager, Strategic Communications & Initiatives, the Coordinator, Digital and

Communications will position the school positively across its social media platforms and assist with key communications opportunities. This includes, but is not limited to, collecting and coordinating content, posting content online, maintaining and refreshing content on the school's website, proactively coordinating public relations leads and writing and disseminating community updates. This role requires a proactive, motivated individual who can multitask, work in a team-based environment and build positive relationships with internal stakeholders across the organization.

### **How to Apply**

Click "Apply Now" To learn more about this opportunity, the expectations, qualification requirements and How To Apply

All qualified candidates are encouraged to express their interest no later than May 7, 2024.

Havergal College thanks all applicants in advance. Only those candidates selected for an interview will be contacted. Havergal College is an equal opportunity employer. We are committed to an inclusive, barrier-free recruitment and selection process, and work environment in accordance with the Accessibility for Ontarians with Disabilities Act (AODA). We will be happy to work with applicants requesting accommodation at any stage of the hiring process. If you require accommodations, please contact Cathy LeBlanc at 416-483-3519 ext. 6526 or by email at [accessibility@havergal.on.ca](mailto:accessibility@havergal.on.ca).