



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: 2024/05/19

Marketing & Communications Coordinator

Job ID	369892-1-4805	
Web Address	https://careers.indigenous.link/viewjob?jobname=369892-1-4805	
Company	Toronto Metropolitan University	
Location	Toronto, ON	
Date Posted	From: 2022-11-28	To: 2050-01-01
Job	Type: Part-time	Category: Education

Description

About Toronto Metropolitan

At the intersection of mind and action, Toronto Metropolitan University is on a transformative path to become Canada's leading comprehensive innovation university. Integral to this path is the placement of equity, diversity and inclusion as fundamental to our institutional culture. Our current academic plan outlines each as core values and we work to embed them in all that we do. We welcome those who have demonstrated a commitment to upholding the values of equity, diversity, and inclusion and will assist us to expand our capacity for diversity in the broadest sense. In addition, to correct the conditions of disadvantage in employment in Canada, we encourage applications from members of groups that have been historically disadvantaged and marginalized, including First Nations, Metis and Inuit peoples, Indigenous peoples of North America, racialized persons, persons with disabilities, and those who identify as women and/or 2SLGBTQ+. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority. In April 2022, the university announced our new name of Toronto Metropolitan University, which will be implemented in a phased approach. Learn more about our next chapter. The team The Legal Innovation Zone (LIZ) is a global hub focused on building better legal solutions for the consumers of legal services. The LIZ helps support, foster and develop solutions and techniques to improve legal services and the justice system and was the world's first legal tech incubator. Entrepreneurs, lawyers, students, tech experts, government members and industry leaders converge in the LIZ to drive innovation for the consumer. Since its inception, the LIZ has established itself as a global hub for driving innovation in a historically traditional legal industry. Startups are at the heart of the Legal Innovation Zone. Since 2015, the LIZ has supported and advised legal tech startups in growing their businesses. They work with companies at any stage of development that have legal systems or technology based ideas.

The Opportunity

The LIZ has an opportunity for a Marketing & Communications Coordinator, who will be responsible to execute the day-to-day marketing and public relations initiatives for the Legal Innovation Zone (LIZ) in support of the LIZ marketing and communications plan, through various media outlets, in coordination with the Director. Responsibility will also include:

- Supports the planning and implementation of marketing and communication initiatives to enhance the public profile of the LIZ
- Assists in the design and development of marketing materials, including programming brochures, newsletters and advertising materials
- Maintains LIZ website and social media network
- Provides support to marketing and communications projects in the LIZ .

Qualifications

- To help us learn more about you, please provide a cover letter and resume describing how you meet the following required qualifications:
- Completion of a post-secondary diploma or at least 3 years of specialized training in the Arts, Communications, Marketing, or in a relevant field.

- At least three (3) years of relevant work experience in the start-up/media/law sector, to include at least one year of relevant experience in a marketing and communications position.
- Knowledge of the global trends in legal technology and innovation.
- Writing and editorial skills.
- Knowledge of digital and print marketing

Additional Information

Position Number(s) 200001910
Reports To Director, Legal Innovation Zone
Vacancy Type TERM
Employee Group OPSEU
Start Date ASAP
End Date 12 months after start date
Hours of Work 36.25
Grade 10
Salary Scale \$62,262.26 - \$ 74,344.40
HR Advisor Mylene Barrette
Application Close Date November 25, 2022

Qualified OPSEU candidates will be considered before members of other employee groups.

Applicants who do not meet all of the posted qualifications may, upon the University's sole discretion, be considered to fill a vacancy on an underfill basis. As part of the selection process, candidates may be required to complete an occupational assessment.

Applications will only be accepted online through Toronto Metropolitan University's careersite. Toronto Metropolitan University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA), and aims to ensure that independence, dignity, integration and equality of opportunity are embedded in all aspects of the university culture.

We will provide an accessible experience for applicants, students, employees, and members of the Toronto Metropolitan University community. We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact hr@ryerson.ca. All information received in relation to accommodation will be kept confidential.

For more information, visit [Toronto Metropolitan University for Marketing & Communications Coordinator](#)