



# 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.Link's 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  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Communications Coordinator

<b>Job ID</b>	<b>9E-F2-62-7B-1E-28</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=9E-F2-62-7B-1E-28">https://careers.indigenous.link/viewjob?jobname=9E-F2-62-7B-1E-28</a>	
<b>Company</b>	Urban Systems Ltd.	
<b>Location</b>	Kelowna, British Columbia	
<b>Date Posted</b>	From: 2020-11-20	To: 2020-12-06
<b>Job</b>	Type: Full-time	Category: Creative Media and Writers
<b>Languages</b>	English	

### Description

The Communications Coordinator position will focus on the successful and timely coordination and delivery of Communications Team projects. This position will help to establish timelines, ensure projects have the right skills to complete tasks, and will help guide projects through to completion. You will also be responsible for helping the team establish processes (e.g. proper template file storage and dissemination across the company, branding workshop deployment, etc.) and implement them company wide, so our team can focus on creating quality work using their unique skill sets. This position will act as a key integrator and relationship builder for the successful delivery of team objectives and goals.

Our successful candidate will:

- Be excited about building empowered teams
- Be committed to a culture that is built on trust
- Like to create structure and order out of chaos

During your time with the team, you can expect to work on:

- Project coordination for communications project delivery including Digital Asset Management, intranet redevelopment, external website redevelopment, and other emerging communications projects and events
- Coordinating the development of marketing and communications materials
- Documenting and following up on important actions and decisions for the communications team
- Maintaining best practices documents and information upkeep for all staff
- Process and systems review for service and product development for both internal and external clients (research and development of new and emerging platforms and processes we can capitalize on)
- Strategic plan and coordination of events and sponsorship opportunities from a company-wide perspective for Urban Systems including thinking through our company-wide presence, participation, and client connection opportunities
- Strategic plan and coordination of company-wide swag and material for internal use
- Coordinate the requests for business cards company-wide
- Manage timelines, projects and help drive results

To ensure a successful launch, we will partner you with a coach, who will help you gain experience across the breadth of our interdisciplinary practice.

### Experience

Our ideal candidate will possess a preferred minimum of 5 years of relevant post-secondary education and experience combined that will lend itself to this role. Our focus is finding the best person for this role and we will consider various backgrounds including communications, public relations, marketing, business and project or event management. In addition, the following attributes, skills and experience would be considered a great benefit to this role.

- Highly dependable and collaborative
- Proficiency with Microsoft Teams and other MS Office software products;
- General knowledge of Sprint Planning and other project management practices;
- Familiarity with Adobe Creative Suite;
- Event or sponsorship experience is considered an asset.
- Strong project management and coordination skills;
- Effective communication skills (technical, written and verbal);
- Ability to work independently and collaborate effectively with others;
- Commitment to ongoing personal and professional development; and
- Your own unique talents! Tell us why you think you'd be a great fit for this role in your cover letter.

### How to Apply

If this describes your background, your skills, and your natural talents, please visit our website and submit your resume and cover letter online.

Deadline for applications: December 6th, 2020