



# 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

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## Communications Coordinator

<b>Job ID</b>	<b>16-03-1F-2C-07-4F</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=16-03-1F-2C-07-4F">https://careers.indigenous.link/viewjob?jobname=16-03-1F-2C-07-4F</a>	
<b>Company</b>	Native Child And Family Services Of Toronto	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2021-10-19	To: 2022-04-17
<b>Job</b>	Type: Full-time	Category: Creative Media and Writers
<b>Job Salary</b>	\$21.35 -\$40.01/Hourly 35 Hours/Week	
<b>Languages</b>	English	

### Description

Native Child and Family Services of Toronto

Native Child and Family Services of Toronto is an Aboriginal, community controlled multi-service agency. Our mission is to provide support, ensure safety and enhance the quality of life for Aboriginal families, children, and youth within the greater Toronto area. Our agency works within a holistic framework, which builds on individual and family strengths, and engages clients as partners in identifying issues and their solutions.

Classification: Contract Full-Time (2 Years with potential of limited benefits)

Location: 30 College Street

NCFST is committed to staffing a workforce representative of the Aboriginal population we serve.

We encourage First Nations, Métis, and Inuit applicants to apply and self-identify in their cover letter.

#### Position Summary

We are currently seeking a motivated, enthusiastic team player to join our Communications and Culture team as a Communications Coordinator. Working as part of a team, the successful candidate will combine their web developing, graphic design and video editing skills. Must have a keen eye for detail and a relentless curiosity to contribute to a variety of communications projects that support the Native Child and Family Services of Toronto (NCFST)

Communications and Culture team's development goals.

Under the direction of the Manager of Communications and Culture, the Communications Coordinator is responsible for supporting and promoting awareness of NCFST's programs and services to the Aboriginal community, community partners and the general public. This includes working with staff on various communications tasks, such as marketing, public relations, events and branding activities.

#### Main Responsibilities

- Assist with the design, development and maintenance of an engaging website.
- Design agency branded digital and print assets for internal and external communications including interactive mailers, evites and newsletters.
- Design agency flow diagrams to direct people to information and services.
- Collect relevant news and resources and posts in a timely manner.
- Develop professional working relations with the media including a spectrum of newspaper, television, radio, special publications and professional journals.
- Work with the Events Coordinator in favour of assisting with event planning as required.
- Provide a central point of contact and source of information for both internal and external stakeholders.
- Develop an online repository of training materials, resources, and presentations.
- Assist with social media management and content creation.
- Prepare and maintain NCFST Style Guide.
- Work with the Manager to create, update and maintain administrative processes regarding communication.
- Communicate with external vendors to assist with webinars, website updates and print production.
- Schedule meetings, photocopying materials, booking meeting rooms.
- Comply with provincial and occupational health and safety legislation, regulations, policies and procedures.

• Other duties as required.

#### Required Experience/Skills/Qualifications

• Post-secondary education in communications, public relations, journalism, Aboriginal studies or a related field.

• Alternatively, a combination of education and experience will be considered.

• An understanding of the complex historical, economic, political, and social factors that have an impact on current urban Aboriginal people is a strong asset.

• Awareness of Aboriginal culture.

• At least one year of relevant experience in communications, journalism/media, public relations or a related field.

• Proficiency in Microsoft Office (Outlook, Word, PowerPoint, and Excel).

• Proficiency in Adobe's Design suite (Photoshop, InDesign, Illustrator, Premiere Pro and Acrobat).

• Experience in web developing and content creation using WordPress or any CMS platform.

• Experience working with email marketing and social media platforms.

• Strategic and solutions-oriented approach to challenges.

• Ability to adapt quickly to changing priorities and deliver exceptional work in a fast-paced environment.

• Desire to exceed expectations and provide outstanding client service.

• Exceptional organizational skills and ability to work in high pressure and diverse settings.

• Exceptional interpersonal skills along with the ability to work independently.

• Exceptional project management, writing, editing and proof-reading skills.

• Knowledge of child welfare and the current issues facing child protection services considered an asset.

• Understanding of NCFST's mission statement and guiding principles, and ability to integrate this into practice, service delivery and team relationships.

• Demonstrated understanding of workplace health and safety practices and understanding of an employee's responsibility under current legislation

• Ability to handle sensitive and confidential information with a high degree of discretion and professionalism.

• Strong work ethic, self-motivated, and results-driven.

• Pass a Vulnerable Sector Police Record Check.

• NCFST requires all employees, contractors, students, and volunteers to be fully vaccinated against COVID-19, absent of a valid medical exemption or other reasonable consideration pursuant to the Human Rights Code of Ontario

#### **How to Apply**

Click "Apply Now"

If you are interested in this job opportunity, please APPLY on our website: [www.nativechild.org](http://www.nativechild.org) on or before November 2, 2021.

We are committed to providing a barrier-free work environment in accordance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, NCFST will make accommodations available to applicants with disabilities upon request during the recruitment process. We thank you for your interest, however, only those applicants selected for an interview will be contacted.