



# 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  
Toll Free Fax: (877) 825-7564  
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Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## COMMUNICATIONS COORDINATOR

Job ID	29554-3100	
Web Address	<a href="https://careers.indigenous.link/viewjob?jobname=29554-3100">https://careers.indigenous.link/viewjob?jobname=29554-3100</a>	
Company	McMaster University	
Location	Hamilton, ON	
Date Posted	From: 2019-11-11	To: 2050-01-01
Job	Type: Full-time	Category: Education

### Description

**Purpose and Key Functions:** Design multimedia content for print, web, social media and video in accordance with University brand guidelines. Collect and develop content for a variety of communications including but not limited to, newsletters, social media and press releases. Liaise with a variety of stakeholders to promote department in print and online, in cooperation with internal departments. Collect, analyze, assess and summarize information relevant to the decision making process and developing recommendations for final approval and implementation. Plan and coordinate a variety of events, conferences and activities. Prepare estimates of time and resources required for various events, conferences and activities. Greet visitors, answer or redirect general inquiries in person, by telephone and via email and respond independently to inquiries that are specific in nature and require a thorough knowledge of established policies and procedures. Complete travel expense reports, electronic cheque requisitions and purchase orders. Create a variety of documents including, but not limited to, correspondence, reports and procedure manuals. Monitor budgets, verify data and reconcile event accounts. Update and maintain information and content on websites and social networks. Resolve issues relating to events, committees and activities. Take meeting minutes for committee meetings. Apply standard mathematical skills such as calculations, formulas, and equations to perform a variety of calculations. Update and maintain confidential files and records. Handle sensitive material in accordance with established policies.

**Supervision:** Provide direction to others in how to carry out work tasks Ensures adherence to quality standards and procedures for short-term staff and volunteers

**Requirements:** 3 year Community College Diploma in Communications or Multimedia Design. Requires 2 years of related experience.

**Assets:**For Department use only. Bachelor's Degree in Communications, Marketing, Journalism or acceptable combination of education and experience, is preferred Expert knowledge of Adobe Creative Suite 5 (or greater), Microsoft Office, and Wordpress. Experience writing and editing online content. Experience with digital and social media platforms and marketing tools such as blogs, RSS feeds, Facebook, Twitter, Instagram and other digital communities. Exceptional project coordination skills, specifically as they relate to communications planning (digital and print media). Excellent written and verbal communication skills, including public speaking skills. Excellent organizational skills. Must possess excellent customer service skills and a positive attitude. Experience in facilitating partnerships with constituents from a variety of institutional functional areas. Demonstrated knowledge of information communication standards of practice in accordance with the Accessibility for Ontarians with Disabilities Act. G license and reliable transportation to attend events and occasionally pick up marketing materials

For more information, visit McMaster University for COMMUNICATIONS COORDINATOR