



# 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: 2024/05/06

## Content & Communications Coordinator, Diversity Institute

<b>Job ID</b>	<b>369873-1-7188</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=369873-1-7188">https://careers.indigenous.link/viewjob?jobname=369873-1-7188</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2022-11-25	To: 2050-01-01
<b>Job</b>	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 Ted Rogers School of Management's Diversity Institute at Toronto Metropolitan University was founded in 1999 to improve equity, diversity and inclusion practices in organizations. The Diversity Institute develops customized strategies, programming, and resources to promote new, interdisciplinary knowledge and practice about diversity with respect to gender, race/ethnicity, Indigenous peoples, abilities, and sexual orientation. It collaborates with industry, government, not-for-profits, and academics.

Ted Rogers School of Management at Toronto Metropolitan University (TRSM) is developing collaborative, creative leaders who will drive 21st century business forward while making a positive impact on society. Home to nearly 10,000 students and more than 250 industry-connected faculty, TRSM is Canada's leading diverse, entrepreneurial business school centred in an urban learning environment. TRSM offers 12 Bachelor of Commerce degrees, two Bachelor of Health Administration degrees, the Ted Rogers MBA, Professional Masters Diplomas, Executive Education courses, and a Masters of Science in Management. TRSM is also home to 15 innovative research centres, institutes and labs [www.TorontoMetropolitan.ca/tedrogersschool](http://www.TorontoMetropolitan.ca/tedrogersschool).

#### The Opportunity

Are you a Marketing and Communications professional looking for an exciting and rewarding career opportunity? Join a #bold team who works to improve equity, diversity and inclusion practices in organizations. At TMU we are #MadeOfGrit and believe in supporting and developing our employees.

The Content and Communications Coordinator oversees and coordinates all marketing activities of the department.

They develop and implement a marketing plan in support of the Diversity Institute. They coordinate program communications, produce promotional materials and organize internal and external events. Here is what you can expect to do in the role:

- Collaborates with stakeholders in the development, implementation and evaluation of a marketing plan and related events
- Identifies target markets and opportunities to improve stakeholder satisfaction

- Coordinates the execution of the marketing plan through various media sources by creating promotional materials (brochures, newsletters, news releases) for presentation and distribution to potential program applicants through a variety of distribution channels, including web, social media, traditional media and other TMU marketing materials.
- Establishes and coordinates partner relationships
- Under the direction of the Director, creates and implements communication plans related to outreach and engagement, social media and prepares qualitative figures on social media outreach and engagement.
- Collects data from internal staff and external partners, and monitors and produces accurate, customized reports.
- Writes stories, blog posts and other content

#### 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 degree program in marketing and communications public relations or a related program.

- Minimum of 2 years' experience in marketing, communications or public relations in a large organization or business environment, respectively
- Excellent verbal and written communications and presentation skills.
- Strong interpersonal skills and the ability to develop relationships.
- Strong research and analytical skills.
- Ability to work with a wide range of content and translate it into clear, engaging copy for a variety of audiences
- Knowledge of marketing and branding strategies.
- Publishing knowledge and skills to create, edit/proof and prepare final print-ready marketing and communication materials.
- Knowledge of the production lifecycle from concept to final product.
- Ability to multi-task and prioritize high volumes of work.

#### Additional Information

Position Number(s) 20003882  
 Reports To Director, Marketing and Communications  
 Vacancy Type TERM  
 Employee Group OPSEU  
 Work Location Hybrid  
 Start Date ASAP  
 End Date 1 year from start date  
 Hours of Work 36.25  
 Grade and Step 11  
 Salary Scale \$66,620.63 - \$79,548.50 (\$66,620.63 - \$72,798.18)  
 HR Advisor Claudiu  
 Application Close Date December 9, 2022

#### Additional Notes:

- Qualified OPSEU candidates will be considered before members of other employee groups.
- An equivalent combination of education and experience may be considered.
- 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.
- Candidates must have a demonstrated record of dependability/reliability and a commitment to maintain confidentiality.
- We encourage all First Nations, Metis and Inuit peoples or Indigenous peoples of North America, to self-identify in their applications.
- 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 career site.
- 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,

starting with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please reach out to: [hr@ryerson.ca](mailto:hr@ryerson.ca). All information received in relation to accommodation will be kept confidential.

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