



# 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  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/07

## Research Communications Digital Coordinator

<b>Job ID</b>	<b>372657-1-5970</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=372657-1-5970">https://careers.indigenous.link/viewjob?jobname=372657-1-5970</a>	
<b>Company</b>	Toronto Metropolitan University	
<b>Location</b>	Toronto, ON	
<b>Date Posted</b>	From: 2023-03-28	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. Office of the Vice-President Research and Innovation (OVPRI)

As Canada's comprehensive innovation university, Toronto Metropolitan University engages in scholarly, research and creative (SRC) activity that addresses real-world challenges to drive economic growth and improve quality of life for Canadians. Innovation is at the core of our research mandate. Our centres and institutes bring together faculty and industry partners to solve research problems and provide opportunities for students to learn. Our strong focus on innovation and evidence-based research has made us a preferred partner for government, industry, not-for-profit organizations, communities and individuals. Together, we are improving processes, developing new technologies and services, and creating new companies and social enterprises.

### The Opportunity

As a member of the Research Communications team, the Research Communications Digital Coordinator will assist the Director, Research Communications to identify, prioritize and develop relevant structural and content-specific updates and/or changes to the website, and digital communication collateral by integrating expertise and input from various stakeholders. You will use your expertise to coordinate and administer content on the website, and digital communication project production for OVPRI. 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 4-year post-secondary degree in Information Technology, English, Marketing, Journalism or Communications, Design or Interactive Design, or other relevant degree is required.
- A minimum of 3 years of experience required in:
  - overseeing and designing web content including the migration of content between content management systems;
  - creating wire frames, understanding user interface design, applying technical skills in the graphic design and/or advertising industries.
  - project coordination and administration to ensure timely delivery of quality work from vendors;
  - producing digital campaigns, collateral such as annual reports, brochures, posters, banners, invitations, e-newsletters and or mobile design
- Strong understanding of information architecture and user experience.
- Excellent command of various applications and tools such as Adobe, web analytics, search engine optimization, InDesign, Photoshop, Illustrator and content management systems.
- Maintaining standards of graphic design and production values for online and print-based projects.
- Integrating approved brand elements consistently
- Demonstrated knowledge in the theory and application of web and graphic design including layout and composition, as related to web, print material, visual communication, typography, computer software applications, photography and video.
- Excellent written and verbal communication skills to work with an integrated communications team and stakeholders.
- Strong critical thinking, interpersonal, organizational, time management and prioritization skills.
- Good judgment and solid presentation skills.

### Additional Information

Position Number(s) 20001229  
Reports To Director, Research Communications  
Vacancy Type TERM

Employee Group OPSEU  
Start Date ASAP  
End Date One year from start  
Hours of Work 36.25  
Grade and Step 11  
Salary Scale \$66,620.63-\$79,548.49  
Application Close Date April 7, 2023

Notes:

- 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.

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](mailto:hr@ryerson.ca). All information received in relation to accommodation will be kept confidential.

For more information, visit Toronto Metropolitan University for Research Communications Digital Coordinator