



# 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: 2024/05/03

## Communications & Projects Coordinator

<b>Job ID</b>	<b>C1-35-87-82-E2-9B</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=C1-35-87-82-E2-9B">https://careers.indigenous.link/viewjob?jobname=C1-35-87-82-E2-9B</a>	
<b>Company</b>	The Writers' Union Of Canada	
<b>Location</b>	Toronto, Ontario	
<b>Date Posted</b>	From: 2021-04-12	To: 2021-05-12
<b>Job</b>	Type: Full-time	Category: Creative Media and Writers
<b>Job Start Date</b>	June 14, 2021	
<b>Job Salary</b>	\$45,000 - \$50,000	
<b>Languages</b>	English	

### Description

About The Writersâ€™ Union of Canada:

The Writersâ€™ Union of Canada (TWUC) is the national organization of professionally published writers. TWUC was founded in 1973 to work with governments, publishers, booksellers, and readers to improve the conditions of Canadian writers. Now over 2,300 members strong, TWUC advocates on behalf of writersâ€™ collective interests, and delivers value to members through advocacy, community, and information. TWUC believes in a thriving, diverse Canadian culture that values and supports writers.

The Writersâ€™ Union of Canada is committed to a workforce that reflects the diversity of Canadaâ€™s writers.

Applications are encouraged from equity-seeking groups including Indigenous, Black, and racialized individuals, individuals with disabilities, LGBTQI2S individuals, and those from other marginalized and/or underrepresented groups. We encourage members of designated equity-seeking groups to self-identify on the confidential Application Form when submitting their application.

The Writersâ€™ Union of Canada is committed to providing an inclusive and barrier-free experience to applicants with accessibility needs. Requests for accommodation can be made at any stage during the recruitment process. Requests should be sent to [soconnor@writersunion.ca](mailto:soconnor@writersunion.ca).

Position summary:

The Communications & Projects Coordinator will work with the Unionâ€™s staff to: monitor, produce, and distribute TWUC communications; lead the upgrade and maintenance of the TWUC website; produce and coordinate publications including the Unionâ€™s monthly electronic newsletter TWUC Talk and quarterly magazine Write; monitor and administer electronic mailings; lead and/or work with other staff to develop and program the Unionâ€™s webinar series and other events; and lead other projects as required.

The ideal candidate will be a highly organized, process-oriented individual with strong computer and web skills, an interest in writing and publishing, and a commitment to equity work.

Location: During the COVID-19 pandemic, all Writersâ€™ Union staff are working from home and have been provided with TWUC HP computers for home use. When public health guidelines indicate it is safe to return to work, staff will return to work at the Writersâ€™ Union office in downtown Toronto.

Key responsibilities:

- â€¢ monitor, produce, and distribute TWUC communications;
- â€¢ lead upgrades to the TWUC website (working with a website developer);
- â€¢ maintain the TWUC website (Drupal platform);
- â€¢ assist with development and maintenance of member portal (CiviCRM);
- â€¢ produce and coordinate publications including quarterly magazine Write (working with the Editor and Editorial Board) and other materials;
- â€¢ monitor and manage electronic communications (using Mailchimp and CiviCRM);
- â€¢ provide technical support for the Unionâ€™s webinars (Zoom);
- â€¢ work with staff and programming task forces to develop, program, and manage registration for webinars and other

events (using Zoom, Eventbrite, Zapier);

• apply the communications lens to all related TWUC activities;

• lead other projects as required;

• track and report on outcomes of initiatives; and

• as with all TWUC staff positions, sustain and consistently establish equitable practices across the portfolio.

This is a full-time 14-month contract position. This position is not open to members of The Writers' Union of Canada.

## **Experience**

The ideal candidate will have:

• Excellent organizational, time management, and prioritization skills;

• Excellent interpersonal and problem-solving skills;

• Ability to work independently;

• Clear, strong, and persuasive written and oral communication skills;

• Strong design, graphics, and production skills using InDesign (Photoshop experience would be an asset);

• Strong website skills with experience managing an organizational or business website (Drupal experience would be an asset);

• Excellent Microsoft Office skills, including comfort with spreadsheets;

• Excellent Zoom skills (experience with Zoom webinars would be an asset);

• Event planning experience;

• Experience in or familiarity with the publishing sector or larger arts community;

• Experience working with CRM software (CiviCRM would be an asset); and

• Professional social media experience would be an asset.

## **How to Apply**

Please submit your application through the Union's website by clicking Apply Now. Only those selected for an interview will be contacted. Interviews will take place via Zoom.

Deadline for Applications: April 30, 2021