

Job Posting!

Marketing & Communication Support



Keepers of the Water is a growing organization looking for someone to join our team in a part-time Marketing & Communication Support position.

KEEPERS OF THE WATER

Keepers of the Water (KOW) is an Indigenous-led organization. Its members include First Nations, Métis, Inuit, environmental groups, concerned citizens, and communities working together for the protection of Water, air, land, and all living things today, and tomorrow, in the Arctic Ocean Drainage Basin.

POSITION SUMMARY

The successful candidate will be someone passionate about Indigenous rights and the protection of Water who has proficiency and skills along with a creative flair to visualize and create engaging graphic reports.

The successful candidate must be a team player who will work alongside Keepers of the Water staff to plan, organize, and coordinate the details of the KOW Annual General Meeting, Healing Gatherings and community engagement and more.

The position also entails collaborative decision making and engagement of Indigenous communities within Treaties 6, 7, 8, and 11 territories and those that share the traditional territory across Northern Alberta, Saskatchewan, and British Columbia. Along with this there are requirements to navigate and work with multiple Indigenous communities, ENGOs (environmental non-governmental organizations), local and regional non-indigenous allies.

The Marketing and Communication Support position is a part-time (20 hours/week) 1 year contract, However, some extended hours for travel and evening/weekend hours may be required. Please note, this is a remote, online working position and the suitable candidate must be able to work independently and in a team environment under minimal supervision.

Due to the inherent nature of the work within an Indigenous-led environmental non-governmental organization, this position may require assistance on other projects or movements to meet KOW Vision, Mission, and Mandate.

The skills and responsibilities required for this position are listed below.

- Work directly with the Communications Manager and Project Funding Coordinator.
- Ability to work independently and in a team environment under minimal supervision.
- Have sound technical knowledge of media software and interface design programs. Examples include Google Workspace, Canva and Adobe.
- Ability to conceptualize visuals based on requirements, prepare rough drafts and present ideas for annual reports, infographics for proposals, and assist with gathering news content for the weekly newsletters.
- Develop and create social media content assets.
- Experience organizing events with attention to detail in planning for smooth execution of event logistics.
- Facilitate strong project planning skills; problem solving and solutions oriented; with the ability to set goals and achieve results.
- Proficiency in Google Workspace with familiarity or willingness to learn KOW's office software and social media communication applications (e.g. Google Meet, Zoom, Instagram, Facebook, X/Twitter)
- Desire to work efficiently as a team player with demonstrated experience in collaborative decision making.
- Working independently and remotely with little or no supervision, while maintaining strong accountability practices.
- Demonstrated ability to work with diverse stakeholders and community partners
- Ability to work under pressure in a fast-paced work environment;
- Must be legally entitled to work in so-called Canada.

PAY RATE:

\$30/hour (20 hours/week with extended hours approved by the Executive Director). The completed deliverables are based on \$30/hour up to 20 hours per week. Should there be a need for extra hours, or additional business costs, permission must be received by the Executive Director. This is a contract position, and you will be responsible for reporting of and payment of all taxes to Revenue Canada.

CLOSING DATE: October 20, 2023

START DATE: November 1, 2023

APPLICATION INSTRUCTIONS:

Send your Resume, Cover Letter and 2 Professional references to:

Keepers of the Water Executive Director, Jesse Cardinal
ed@keepersofthewater.ca