



National Indigenous
Fire Safety Council Project
Projet du conseil national
autochtone de la sécurité-incendie

Communications Coordinator

Please apply by email to HR@indigenousfiresafety.ca

Title of Job: Communications Coordinator

Position Description:

The Communications Coordinator will work to develop and manage organic content for our target audiences, creating a digital web, social media, and CRM ecosphere that is engaged in content for multiple mediums across social media platforms, website content, video courses, in person courses and e-contact. This role will also create content in a variety of formats, including for video courses, photography and written copy.

Major Areas of Responsibility:

- > Content calendar creation for social media and campaign implementation using a variety of tools including Adobe Creative Cloud, Photoshop and Canva.
- > Managing and monitoring content on all social media platforms, including Facebook, Twitter, LinkedIn, YouTube and any future social media accounts.
- > Creating a variety of content in different mediums, including video, photos and written content.
- > Creating and managing unique promotional campaigns for digital audiences to engage in, including course design support (in person and video courses), managing and engaging posts, and social media contests/promotions that are aligned to overall campaign and brand strategies and calendar.
- > Creating and managing content specific to upcoming fire safety campaigns, contests and webinars. This may include a refresh of current campaign strategies to attract a new and wider audience.

Core Required Competencies:

- > Bilingual in French and English
- > Strong understanding of various social media platforms, including but not limited to Facebook, Twitter, LinkedIn, YouTube.
- > Strong photography/video capture and editing skills.
- > Must have strong knowledge of the Adobe Creative Cloud graphic design, video editing and photography applications.
- > Excellent research, organizational and time management skills, with a strong sense of cultural sensitivity.
- > Strong listening and communication skills and very comfortable client facing (internal clients).

Education, Certification & Experience:

- > Bachelor's Degree and a minimum of 2 years' experience as a Content Creator or an equivalent combination of education and work-related experience.
- > Competency in Microsoft applications

Additional Assets:

- > Of Aboriginal Heritage
- > Experience and knowledge of fire and life safety

Closing Date:

The candidate will be selected from qualified applicants. Posting will close April 24, 2022 but may be extended if not filled. The desired start date is May 2, 2022.

How to Apply:

Please respond with any questions. Applications must include a resume and can be submitted by email to HR@indigenousfiresafety.ca.

AFAC is an equal opportunity organization and encourages Expression of Interests responses from any community.

