



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

# Digital Content Creator

Please apply by email to [HR@indigenousfiresafety.ca](mailto:HR@indigenousfiresafety.ca)

## Title of Job: Digital Content Creator

### Position Description:

This position will support the organization by creating organic content and managing the content calendar for our various social media channels, with a focus on creating content for our target audiences as well as growing our presence across platforms.

### Major Areas of Responsibility:

- > Content creation and management of the content calendar using a variety of tools including Adobe Creative Cloud, Photoshop and Canva.
- > Manage and monitor content on all social media platforms, including Facebook, Twitter, LinkedIn, YouTube, and any future social media accounts.
- > Create a variety of content in different mediums, including video, photos, and written content.
- > Create and manage 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.
- > Create and manage engaging social media 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:

- > Strong understanding of various social media platforms, including but not limited to Facebook, Twitter, LinkedIn, YouTube.
- > Strong photography/video capture and editing skills an asset
- > Excellent organizational and time management skills, with a strong sense of cultural sensitivity.
- > Exceptional attention to detail
- > Design and layout skills
- > Self-starter with a continuous learning and process improvement mindset

### 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

### Additional Assets:

- > Of Aboriginal Heritage
- > Bilingual in French and English

### Terms of Employment:

- > Term Employment position from September 19, 2022, to March 31, 2024. This role may be extended given available funding.
- > Remote position: some travel may be required

### Closing Date:

- > Applications will be accepted on a rolling basis until the position is filled

**How to Apply:** Applications must include a resume and can be submitted by email to [HR@indigenousfiresafety.ca](mailto:HR@indigenousfiresafety.ca).

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

