



Employment Opportunity

Communications & Events Coordinator

General expectations for the position of Communications & Events Coordinator

- A communications coordinator develops and implements communications strategies and communications plans that are in line with the strategic plan.
- Designs and reviews promotional materials
- Oversees and manages an organization's social media and online presence
- Researches ways to expand a membership base
- Serves as a liaison to media outlets.
- Ensure information about CWEIA and its activities are publicized on all social media and electronic platforms (written and digital)

Essential Duties and Responsibilities of a Communications Coordinator

- Ensuring that CWEIA is recognized as an open and transparent organization, through its communications with members, stakeholders and partners.
- Ensuring that all meetings, events and activities are well publicized with the potential clientele;
- Create communication plans for all activities;
- Ensuring that traditional and social media are used to provide proper coverage to events before, during and after events and projects;
- Developing and implementing media information packages for projects and events (Traditional and social)
- Posting information on meetings and events on CWEIA's website and Facebook page.
- Create, monitor and upload content to CWEIA's social media platforms.
- Ensure website is accurate and regularly updated with information regarding issues, projects, events and women's achievements.
- Assist in redesigning the organization's website as necessary.
- Support the planning, coordinate and/or assist in the execution of online and virtual events.
- Provide technical support for online events.
- Develop digital content such as stories, blogs, social posts, advertisements, press releases and mass emails, etc.

- Designs marketing and promotional materials for the organization. Organizes and oversees promotional events.
- Coordinate the development of printed promotional materials such as newsletters, CWEIA's annual report, and other documents.
- Edit all promotional material prior to distribution.
- Assists in recruiting and delegating tasks to external communications specialists such as graphic designers, web developers, technicians, etc. And reviews work done or completed.
- Researches ways to reach a wider membership base, either online or in print.
- Advises Management on ways to improve or update public image.
- Addresses any problems that may arise with promotional content or distribution of materials.
- Serves as a point of contact for media inquiries.
- Assists in work and collaboration with our partners as needed for communications related projects or activities.
- Prepares the President's or other CWEIA Representatives for media appearances and interviews.
- Assist in the coordination and planning of CWEIA events; and other duties as requested.

QUALIFICATIONS

- Experience with the promotion of events, including through social media
- Knowledge of various communication tools and social media outlets.
- Ability to prioritize and to meet deadlines
- Ability to work independently and efficiently with minimal or constant supervision
- Fluency in Cree and English; ability to write documents in English
- Fluency in French is an asset
- Ability to travel and to work a flexible schedule (availability for occasional weekends and evenings)

Note: Job opportunity open to Cree beneficiaries. Workplace must be located in Eeyou Istchee.

POSTING DATE: May 14 to 24, 2024

STARTING SALARY: \$50,000.00

Submit application to Tina Mark-Ottereyes, Executive Director at director@cweia.ca

Job Description – Communications & Events Coordinator, CWEIA