

JOB OVERVIEW

The Documentary Organization of Canada, with the support of Miziwe Biik Aboriginal Employment and Training and Service Canada, is currently seeking a full-time Associate to provide support to the organization. In this role, the successful candidate is expected to contribute to the success of DOC by providing a range of administrative and communications services in the areas of Project Management, Outreach, and Fundraising and Sponsorship.

WHAT YOU WILL DO

- Support DOC with research and grant writing proposals
- Manage DOC's social media accounts and calendar
- Assist in the implementation and maintenance of DOC initiatives; such as membership surveys, membership renewals and membership correspondence
- Assist the Executive Director in preparation for monthly board meetings; other scheduled meetings and research
- Maintain all paper and electronic files related to DOC's business
- Support planning for all DOC Institute promotional and engagement events
- Other administrative tasks, as needed

WHAT WILL YOU BRING

- 1+ years' of progressively responsible administrative experience in an office environment
- Considerable experience with MS Office (Word, PowerPoint, Excel, and Outlook).
- Excellent professional communication skills (verbal/written/comprehension)
- High degree of accuracy and attention to detail
- Ability to prioritize tasks, effectively manage time, & a strong desire to learn
- Excellent interpersonal skills
- Sensitive to issues of confidentiality and a high sense of urgency
- Ability to work effectively in an intimate, fast-paced team
- Proficiency in marketing via social media
- Proficiency in French an asset
- Some experience with web management, including Drupal and Wordpress an asset

WHAT YOU CAN EXPECT FROM US

- Collaborative and friendly team environment
- Passion for the cultural industries in general, and the documentary format in particular

If you are passionate, committed and dynamic – we want to hear from you! Please submit your resume and cover letter, in confidence, by clicking “**Apply**”.

Only qualified candidates selected for an interview will be contacted. Annual salary commensurate with experience.

This position is generously funded by Miziwe Biik Aboriginal Employment and Training, which provides the Greater Toronto Area’s Aboriginal community with training initiatives and employment services. NOTE: Applicants must be eligible to register with Miziwe Biik Aboriginal Employment and Training in order to be considered for this opportunity.

Interested candidates must apply by Monday, April 16nd at 5:00pm. Please send resumes to hire@docorg.ca.



Miziwe Biik
Aboriginal Employment and Training

Service
Canada 