



## Communications & Marketing Assistant

Indspire is an Indigenous national registered charity that invests in the education of Indigenous people for the long-term benefit of these individuals, their families and communities, and Canada. With the support of its funding partners, Indspire disburses financial awards, delivers programs, and shares resources with the goal of improving educational outcomes for First Nations, Inuit and Métis students. Through Indspire's education offerings, we provide resources to students, educators, communities, and other stakeholders who are committed to improving success for Indigenous youth. In 2017-18, Indspire awarded \$14.2 million through 4,900 bursaries and scholarships to Indigenous youth, making it the largest funder of Indigenous post-secondary education outside the federal government. Each year, the organization presents the *Indspire Awards*, a celebration of the successes achieved by First Nations, Inuit and Métis people that is broadcast nationally. Never has there been a better time to join this national leader.

Indspire's vision is to create a national mentorship program that supports academic and career success of Indigenous students with the transition from high school to professional lives. Indspire will provide a continuum of mentorship tools and resources to these students.

Reporting to the Advisor, Communications, the Communications & Marketing Assistant will provide overall administrative support to the Communications & Marketing Department.

### The Role

- Provides administrative support to the VP, Communications and Marketing, including scheduling and coordinating meetings, assisting with travel planning, expense reports, inventory management, and administrative tasks, such as faxing, photocopying, filing, ordering supplies, and other tasks as directed.
- Coordinates contracts, invoicing, and budgets for the Department, including sending and receiving invoices, coordinating and monitoring payments, record keeping, and preparing standard reports.
- Assists with coordinating travel for the Department, including staff and external individuals, as required.
- Arranges and organizes distribution of Indspire materials and information based on requests, including working closely with the Regional Representative Program to ensure distribution of materials to Indspire booths across the country.
- Ensures distribution lists are current and up-to-date.
- Provides backup support for daily media monitoring activities, including monitoring a range of media and distributing media reports/coverage within Indspire as needed.

- Coordinates ordering and manages inventory of promotional materials.
- Represents Indspire on occasion at events.
- Conducts research, as required.
- Writes basic communications, including letters, articles, etc.
- Provides email, website and social media content management support as needed.

**Please note that the job responsibilities may change.**

### **The Ideal Candidate**

- Applicants must be eligible to register with Miziwe Biik Aboriginal Employment and Training in order to be considered for this opportunity.
- Post-secondary education (college or university) or equivalent experience.
- Minimum 1 to 2 years of experience in a similar position.
- Strong skills in Microsoft Office Suite.
- Strong organizational skills with attention to detail.
- Ability to multi-task.
- Ability to communicate well.
- Ability to travel across Canada on occasion, as required.

### **How to Apply**

To apply, please forward your resume and cover letter to [hr@indspire.ca](mailto:hr@indspire.ca)

We appreciate all interest and will contact qualified applicants.

No agency calls please.

### **Deadline for Applications:**

May 12, 2019

**Service  
Canada**



Miziwe Biik  
Aboriginal Employment and Training