



Toronto Aboriginal Support Services Council
Office and Communications Coordinator Trainee

Job Posting

Overview:

The Communications Coordinator will be responsible for supporting and coordinating our online resource tool the Tkaronto Indigenous Peoples Portal as well as coordinating various messages across TASSC's social media pages; including but not limited to content generation, electronic and print communications, maintaining a media library and up to date maintenance of website content. The Office and Communications Coordinator Trainee will also support basic office administration duties as needed.

Responsibilities:

OFFICE ADMINISTRATION

- Day to day administration
- Support for council meetings
- Trainings, vendors and bookings coordination
- Minutes writing and filing
- Basic filing
- Basic letter writing

COMMUNICATIONS

Electronic/Web/Social Media

- Collaboratively manage and coordinate creation and update web-content for TASSC website and Portal; responsible for content-related protocols to keep site/s up to date.
- Provide organization-wide communications support.
- Support TASSC's social media participation; write and manage social media content, post the content to our social media accounts; respond to other's social media posts.
- Lead efforts to remain up-to-date and effective in electronic communications via regular meetings and conversations.
- Actively monitor TASSC's on-line reputation.
- Create and maintain the organization-wide communications calendar.
- Organize and maintain a central library of company communications and marketing information

Print Materials

- Manage creation, production, and dissemination of printed publications (brochures, posters).
- Help manage creation and selection of photography for print and electronic communications.
- Support the development and execution of identity and collateral materials for major organizational initiatives.

General

- Support event planning for community events, and internal company events (e.g. lunch & learns) as needed.
- Other duties as required.

Minimum Knowledge and Skills Required to Perform the Job:

- Preferred; post secondary education (e.g. college diploma in related communications field)
- Demonstrated proficiency with Microsoft Office
- Excellent internet research skills
- Experience with Adobe Creative Suites (Photoshop, InDesign, Illustrator) an asset
- Demonstrated experience with graphic design and website management
- Excellent organizational skills and attention to detail
- Excellent written and oral communication skills
- Ability to work independently and as part of a team

TASSC encourages Aboriginal applications (First Nation, Métis, Inuit and those who self-identify). We thank all applicants however only those selected for an interview will be contacted. If you are invited to an interview and require accommodation, we will make every effort to accommodate you.

Candidates must be registered with Miziwe Biik Aboriginal Employment and Training and be working with an Employment Counsellor to qualify.

CLOSING DATE: Monday April 29th, 2019 by 5pm.

Please submit your resume and cover letter to: cbasi@tassc.ca



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