



Communications & Marketing Assistant July 13, 2020 – March 31, 2021

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 2018-19, Indspire awarded \$16.2 million through 5,553 bursaries and scholarships to First Nations, Inuit, and Métis 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.

This position will provide a suitable candidate with valuable experience in the field of communications, marketing, event coordination and office administration. Training for the successful candidate will be provided by the Communications Advisor and the Vice President of Communications & Marketing.

The Role

- Provides administrative support to the VP, Communications and Marketing, including scheduling and coordinating meetings, 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.
- Arranges and organizes distribution of Indspire materials and information based on requests.
- 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.
- Conducts research, as required.
- Writes basic communications, including letters, articles, etc.
- Provides email, website and social media content management support as needed.

The Ideal Candidate

- **Must be registered or 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.
- Knowledge of the Indigenous community a strong asset.
- Knowledge of French a strong asset.

The duties within this job description may be amended from time to time.

How to Apply

To apply, please forward your résumé, and cover letter to hr@indspire.ca. We appreciate your interest, but only qualified applicants that meet the requirements will be contacted.

Deadline for Applications: Monday, June 29, 2020



Miziwe Biik
Aboriginal Employment and Training