

The National Inquiry into Missing and Murdered Indigenous Women and Girls (the “National Inquiry”) is looking for a **Web and Social Media Coordinator**.

The National Inquiry is independent from the federal government and employees are appointed on a term basis, in this case for a **six month term**.

We are committed to having a highly skilled and well represented Indigenous workforce. We strongly encourage candidates to self-identify as First Nations, Metis or Inuit.

Qualifications:

Education:

Degree from a recognized post-secondary institution with an acceptable specialization in social media, Web, communications, journalism or another specialty relevant to the duties of the position.

Experience:

- Recent and significant experience in writing and revising a full range of communications products such as media advisories, news releases, backgrounders, media lines, speeches, articles, social media and web content
- Experience in writing for the Web and social media
- Experience in using social media to implement communications campaigns
- Recent and significant experience in managing and leading social media
- Recent and significant experience in Word Press and hootsuite
- Experience in executing communications projects
- Experience in working multiple communications projects simultaneously

Bilingual (English and French) candidates preferred

Knowledge:

- Knowledge of standard communications, specifically Web and social media
- Knowledge of the media environment
- Political acumen, including knowledge of political structures and systems

Key Competencies:

- Writing skills
- Analyzing skills
- Strong work ethic
- Self-starter

Abilities:

- Ability to work effectively under pressure within tight timelines
- Ability to communicate effectively orally and in writing
- Ability to synthesize complex documents
- Ability to work independently and as part of a team

Asset Experience:

- Experience in using Word Press and hootsuite
- Experience in producing quality digital photographs; experience in video production and video editing
- Experience in the use of current software applications such as Dreamweaver, Adobe InDesign and Illustrator, Adobe Photoshop, Adobe Acrobat and Microsoft Office

Conditions of the Employment:

- Willing and able to work overtime as required
- Ability to travel throughout Canada as required
- Willingness to carry a smart phone and to be on-call
- Secret security clearance required

Location of Employment:

- Ottawa preferred with other regional offices located in Vancouver, Winnipeg and Quebec City
- Other media hubs will be considered, such as Toronto or Montreal

Rate of Pay

\$80,274 to \$86,788

Interested candidates are invited to submit their cover letter and resume to careers@mmiwg-ffada.ca by **6:00 pm EST November 13, 2018**. In the subject line, please indicate "**Web and Social Media Coordinator**". Your cover letter should clearly demonstrate how you meet the language, education and experience requirements for this position.

As per the Canadian Human Rights Commission's Aboriginal Employment Preference Policy, the National Inquiry into Missing and Murdered Indigenous Women and Girls seeks to promote the employment of Indigenous Peoples *as its primary purpose is to serve the needs of Aboriginal people*.

We thank you for your interest in working for the National Inquiry. Only those selected for further consideration will be contacted.