

EMPLOYMENT OPPORTUNITY

Administrative / Communications Coordinator

Position Type: 10-20 hours / week depending on experience and interest; part time, contract (potential for extension)

Rate: \$35-40/hour (subject to experience)

Location: Remote

Length of Contract: Feb.8, 2021 - June 1, 2021

About Yellowhead Institute

The Institute is a First Nation-led research centre based in the Faculty of Arts at Ryerson University in Toronto, Ontario. Privileging First Nation philosophy and rooted in community networks, Yellowhead offers critical and accessible resources for communities in their pursuit of self-determination. We also aim to foster education and dialogue on First Nation governance across fields of study, between the University and the wider community, and among Indigenous peoples and Canadians.

About the Position

Since launching in June 2018, Yellowhead has grown steadily. We regularly publish Yellowhead briefs, special reports and features, and have a number of research and education-focused projects in development. Additionally, Yellowhead is committed to producing community-focused accessible tools and resources. As the Institute continues to evolve and grow, support is required for our day-to-day operations.

This support will revolve around executing administrative tasks such as scheduling meetings; taking meeting minutes and related notes and synthesizing information into clear documents; information organization; communications tasks include tracking media coverage; updates to the Yellowhead website and social media support. Where needed, training will be provided.

The ideal candidate will have an interest in learning about how Yellowhead functions as an Institute, can keep up to date with our collaborations, research and projects, and an ability to build relationships with the people who comprise the Yellowhead community. This role requires comfort with remote work; someone that can find the balance between taking direction and initiative; a natural collaborator who can also work independently, and someone who is resourceful, especially regarding Indigenous communities.

Depending on interest and experience, there is a possibility to expand the role with a focus on either communications/social media or research.

Duties will include:

- Tracking the impact of Yellowhead's work in media and policy networks;
- Supporting the execution of Yellowhead's social media strategy;
- Scheduling and logistical support for Yellowhead meetings and events;
- Attending and taking notes at Yellowhead meetings;
- Yellowhead website updates including uploading new briefs, updating the home page and the media centre; updating the community resource library
- Organizing Yellowhead digital files;
- Documenting organizational processes;
- Supporting the coordination of Yellowhead projects and initiatives.

Depending on qualifications, duties may also include:

- Fact checking and copy editing (Yellowhead briefs and special reports);
- Primary and secondary research to support Yellowhead projects;
- Simple design and content creation for social media and the Yellowhead website.

Qualifications:

- Education, work, and/or lived experience in Indigenous governance and policy contexts is preferred;
- Preference for applicants with strong community relationships;
- Proficiency in word processing and spread-sheet software, email;
- Experience using social media platforms / WordPress / InDesign / Illustrator / Canva / Slack (or willingness and interest in learning);
- An eye for detail and design;
- Excellent communication and organizational skills with the ability to work in team settings and independently;
- Demonstrated research and analytical skills and the ability to synthesize information into accessible formats;
- Strong interpersonal skills to work collaboratively across team members and stakeholders
- Strong organizational and time management to work remotely and ability to be flexible as priorities change

Application Requirements

Please submit your resume and cover letter to info@yellowheadinstitute.org with the job title in the subject line.

Deadline

Jan 31, 2021