



## Summer Student Employment Opportunity

### Media/Technology Coordinator (1)

**Biigtigong Nishnaabeg invites Post Secondary students up to 30 years of age coming from school and returning in the fall to apply.**

**Under the Supervision of the Director of Sustainable Development, Media/Technology Coordinator will be responsible to:**

- Assist in developing, implementing and measuring external and internal communication plans and activities;
- Assist in drafting and reviewing content for Biigtigong Nishnaabeg newsletter and website;
- Assist in the development and coordination of a communication strategy, policy to identify improved means of communication and effectively engage the Biigtigong Nishnaabeg membership;
- Build and maintain relationships with various media outlets in surrounding area for distribution of media releases;
- Other duties related to Sustainable Development;
- Involve elders for guidance and direction
- Collaborate and take direction from the Sustainable Director
- Filing where needed;
- Ensure office space is neat, organized and presentable to visitors;

#### **Requirements:**

- Knowledge and understanding of Indigenous culture and values
- Must have strong spoken and written communication skills;
- Must have the ability to follow instructions, work as part of a team;
- Willingness to learn, take on new challenges, and interpersonal skills;
- Positive attitude and ability to interact and engage with staff, public and community;
- Great organizational, time management and multi-tasking skills;
- Ability to use Microsoft platforms, publishing and design programs;
- Good research skills;
- Ability to work flexible hours;
- Driver's license and access to a reliable vehicle an asset;

*Applicants will be required to submit resume and cover letter, transcripts, student information form, consent to release of information form, and verification of returning to school.*

*(All forms can be found at [www.picriver.com](http://www.picriver.com))*

**All Applications must be emailed to [russell.twance@picriver.com](mailto:russell.twance@picriver.com) by May 2nd at 12pm**

**Only those that submit ALL required information will be contacted for an interview.**