



## Summer Student Employment Opportunity

**Communications Assistant (1)**

**Biigtigong Nishnaabeg invites Post Secondary students up to 30 years of age to apply.**

**Under Supervision of the Founder / Operator, Ozhaawaskozi-Migizi Consulting Inc. (OMC), the Communications Assistant will report to the Economic Development Officer and be responsible to:**

- Assist in the coordination and administration of multiple projects under the guidance of the Founder / Operator;
- Collaborate with Founder and clients to complete project tasks;
- Build and maintain relationships with various local and national organizations;
- Assist in research and development of virtual workshops and online courses;
- Assist with coordination and facilitation of zoom, virtual workshops for outside groups and/or organizations;
- Coordinate communication between workshop participants and collect feedback;
- Assist with communications between clients and schedule virtual meetings;
- Assist with organization's social media and marketing strategy;
- Write out social media posts, brainstorm ideas for posts, and assist with scheduling;
- Answer messages through social media and respond to comments;
- Brainstorm ideas for potential programming and projects;
- Complete administrative tasks as needed;
- Complete other duties as necessary under the direction of OMC.

### **Requirements:**

- Ability to work remotely;
- Ability to learn on the job;
- Creativity and capability to put ideas together;
- Strong attention to detail;
- 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 or independently;
- Willingness to learn, take on new challenges, and interpersonal skills;
- Positive attitude and ability to interact and engage with clients, public and community;
- Great organizational, time management and multi-tasking skills;
- Proficient use of technology such as internet and equipment;
- Experience with and ability to use Zoom an asset;
- Experience or skills related to copywriting, creative writing, and/or journalism an asset;
- Ability to use publishing and design programs an asset;
- 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, and consent to release of information form.  
(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 June 18<sup>th</sup> @12pm

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