



Coalition of Hamilton Indigenous Leadership

Improving Indigenous Services. Advancing Indigenous Voices.

COMMUNICATIONS & ENGAGEMENT LEAD

Are you a talented storyteller and community connector?

CHIL is hiring a Communications & Engagement Lead that will help connect Indigenous community members with relevant programs, services, and resources.

ROLE:

Reporting to the Executive Director, the Communications & Engagement Lead is responsible for coordinating strategic communications on behalf of the Coalition of Hamilton Indigenous Leadership (CHIL). The Communications & Engagement Lead will nurture strong relationships with the Indigenous community by developing and coordinating CHIL's community and online presence through traditional and digital communications, including social media. Working closely with a graphic designer, the Communications & Engagement Lead will re-design and re-invigorate CHIL's website.

RESPONSIBILITIES:

1. Manage Complex Strategies:

- Lead the development of CHIL's communication strategy
- Strengthen CHIL's online presence by re-designing the CHIL website (alongside a web developer) and creating CHIL's social media channels
- Ensure accurate and comprehensive digital and traditional content (visual and written) to engage and inform the Indigenous community of Hamilton
- Lead development of CHIL public and internal content, including newsletters, press releases, posters, and presentations

2. Community Engagement & Relations:

- Support the development and nurturing of relationships with local Indigenous groups, organizations, and agencies

REPOST

- Be the direct contact for all media related inquiries and facilitate interviews/follow-up with the appropriate spokesperson(s)
- Support CHIL with the organization and execution of community gatherings (virtual and in-person) to engage the Indigenous community of Hamilton as well as partners in the work of CHIL
- Regularly review community engagement platforms (online and in-person) to respond to comments and requests by community members in a manner that reflects the values of CHIL
- Attend relevant community gatherings (in person and virtual) to build relationships, share information and identify future opportunities for CHIL to support the Indigenous community of Hamilton

3. Strategic Communications Advice and Support:

- Work closely with CHIL staff to develop a social media calendar promoting relevant Indigenous programs, services, resources, and community events/initiatives
- Monitor and analyze emerging trends at the local and national scale
- Advise and manage CHIL's response to issues relevant to the Indigenous community of Hamilton.
- Develop proactive communications that support the values and mission of CHIL

4. Measurement:

- Monitor effectiveness of communication and engagement strategies
- Report and advise on the effectiveness of communications and engagement strategies through tracked measurements and targets

5. Other

- Other communications and engagement-related duties as required

QUALIFICATIONS & EXPERIENCE

- Degree or equivalent in communications, public relations, marketing, or related field
- Minimum of 2 years working for an Indigenous agency or Indigenous-focused initiative
- Minimum of 2 years working in public relations or communications

SKILLS

- Exceptional interpersonal, written, and verbal communications skills including the ability to demonstrate tact and diplomacy with diverse groups of community members and stakeholders
- Collaborative team player who has the capacity to work with staff, community partners and community members in a cooperative and supportive manner

REPOST

- Demonstrated ability to develop clear, accurate, and engaging content (visual and written) targeted to different audiences
- Ability to set priorities and manage time effectively
- Possess a high level of accountability and proven capability to identify opportunities, take initiative and plan accordingly
- Experience supervising staff and managing outside vendors/contractors
- Demonstrated advanced computer skills in Microsoft Office (Word, PowerPoint, Publisher), Adobe products and other creative software
- Previous relevant experience working with Indigenous communities
- Demonstrated awareness of local First Nations, Inuit and Métis cultures and communication needs
- Experience and understanding of working with various levels of government is an asset
- Understanding of, and commitment to, CHIL values, mission, and vision

DETAILS

Contract Length:	March 31, 2022 (with potential 2-year extension)
Applications Deadline:	November 15 TH , 2021
Expected Start Date:	November 29 TH 2021
Job Type:	Full-time, contract
Salary:	\$35.00 - \$45.00 per hour – commensurate with experience
Schedule:	35 hours per week, Flexible working days with occasional evening/weekend activities
Location:	Hybrid – opportunity to work up to 50% remotely

ABOUT CHIL

CHIL is a collaborative of Indigenous organizational leaders and founded on respect and wisdom. Our primary focus is on addressing Indigenous housing and homelessness issues in the city of Hamilton. We respond to the needs of the Indigenous community by supporting our member agencies, including the Hamilton Regional Indian Centre, De dwa da dehs nye>s, Sacajawea Non-Profit Homes, Native Women's Centre, Niagara Peninsula Area Aboriginal Management Board and Ontario Aboriginal Housing Services Inc.

Our vision is a vibrant, healthy, inclusive, and culturally safe community.

Our mission is to decrease barriers and increase equitable access to services and programs for Indigenous community members of Hamilton.

REPOST

Our values are informed by the Seven Grandfather Teachings as we strive to live and work with Ka'nikonhrí:yo (the Haudenosaunee concept of "The Good Mind").

OPPORTUNITY

CHIL is committed to advancing the capacity of the Indigenous community of Hamilton. Each CHIL role is designed to provide team members with meaningful experiences and tangible results that help to develop individual and collective gifts.

If you are seeking a particular skill or experience to add to your resume/portfolio through this opportunity, let us know so we can make sure this experience helps you to step strongly into the next phase of your journey – personally and professionally.

How to Apply

Please email your application (resume and cover letter) quoting "Communications & Engagement Lead" in the subject line to admin@chileadership.com

Preference will be given to qualified Indigenous candidates in accordance with Section 16(1) of the Canadian Human Rights Act and Section 7 of the Employment Equity Act.

First Nations, Inuit and Métis candidates will be given priority, please self-identify.

We appreciate all applications; however, only applicants selected for an interview will be contacted.

CHIL is committed to inclusive and accessible employment practices. If you require accommodations to fully participate in our application and hiring process, please contact CHIL Administrative Assistant at admin@chileadership.com or (289) 808 - 9423