



# INDIGENOUS KNOWLEDGE & WISDOM CENTRE

## **Indigenous Knowledge & Wisdom Centre (IKWC) Communications and Special Projects Worker**

Are you dedicated to protecting and promoting Indigenous Knowledge, languages, and culture? IKWC is seeking a Communications and Special Projects Worker to assist with general communications and outreach functions of the organization, as well as, providing support to a number of specific projects across each of the IKWC departments. These include: The First Nations Education Conference (February 3 and 4, 2021); the kihciy askiy Cultural and Educational site partnership with the City of Edmonton; and support to the continued development of the Treaty Educator's Alliance, among others. The IKWC Communications and Special Projects Worker will report to the CEO and Senior Management Team.

### **As the IKWC- Communications and Special Projects Worker you will:**

- Ensure IKWC information, activities, and events are shared and promoted, as widely as possible.
- Be a strong team member, capable of maintaining the confidence and cooperation of the Senior Management Team and assist in the creation of an environment conducive to the successful completion of numerous projects, initiatives, and events.
- Effectively and efficiently assist in the administrative affairs of multiple simultaneous projects and initiatives. Including support to event planning, meeting coordination, and reporting, as necessary.
- Participate in, cultural and special events and other duties as required from time-to-time.
- Assist the Communications Manager with:
  - media response;
  - press releases;
  - social media channels (Facebook, Instagram, Twitter, and YouTube);
  - advertising and promotions; and
  - IKWC Communications Strategy implementation.

- Assist the kihciy askiy Project Manager with:
  - meetings and sub-committee coordination;
  - community outreach; and
  - public awareness.
  
- Assist the Senior Management Team and Administration with:
  - planning committee meetings for the First Nations Education Conference;
  - promotions of FNEC to be hosted February 3 and 4, 2021; and
  - support for the continued development of the Treaty Educator's Alliance (a newly formed association of First Nations Education Directors from throughout Treaties 6, 7, and 8)

**Qualifications:**

- Bachelor's Degree in Communications, Arts, Public Relations, Indigenous Studies, Humanities, or a relevant field is preferred.
- Recent graduates and/or emerging professionals (less than 5 years' experience) are encouraged to apply.
- Ability to communicate in one of the affiliated First Nations languages of the Treaty 6, 7, or 8 Territories (Cree, Blackfoot, Dene, Nakoda, or Saulteaux) is desired.
- Detail-oriented with excellent organization and time management skills.
- Ability to work well under pressure and use good judgement in assessing difficult situations.
- Excellent understanding of First Nations protocols and ceremony.
- Strong written/oral communication, research, proofreading and leadership skills.
- Demonstrated ability in using MS Office applications (Word, Excel and PowerPoint) is required.
- Demonstrated ability in using and managing social media platforms (Facebook, Instagram, Twitter, YouTube, etc.) is preferred.
- Be between the ages of Age 18-30 years as per Skills Link Canada Program Guidelines.
- Reliable mode of transportation and valid driver's license.

**CLOSING DATE: DEADLINE 4:30 p.m., January 8, 2020**

**SUBMIT: A cover letter, resume, and references to:**

The Indigenous Knowledge & Wisdom Centre (IKWC)  
 Suite 200, 17304 – 105 Avenue, Edmonton  
 Alberta, T5S 1G4  
**Attention:** James Knibb-Lamouche  
 Director of Innovation and Research  
 research@ikwc.org  
 Resumes may also be emailed to: [admin@ikwc.org](mailto:admin@ikwc.org)

*We thank all applicants for their interest, however, only individuals selected for interviews will be contacted.*