



EMPLOYMENT OPPORTUNITY

Social Media Coordinator

Bimose Tribal Council is a non-profit organization providing essential services to our 10 member First Nations in the areas of Education, Economic Development, Technical Services, Water and Wastewater Management.

If you're keen to brand and marketing strategies, learning, adaptable and get true satisfaction from creating content for multiple platforms, then please apply!

SUMMARY

The Social Media Coordinator will be responsible for developing and implementing our Social Media strategy in order to increase our online presence and improve our branding, online communication and information sharing with our member communities.

DUTIES

- Develop, implement and manage the organizations' social media platforms, such as Facebook, Websites.
- Create engaging text, images and video content
- Manage, analyze and oversee social media content.
- Upload and publish all social posts with captions.
- Attend and document successes at school, community and organization's events in order to promote the organizations successful outcomes.
- Maintain and update websites for our various departments.
- Assist in developing; implementing and measuring external and internal Social Media based communication plans.
- Manage day-to-day media relations/media requests for brand and organizational issues.
- Collaborate with Managers in a timely manner to determine appropriate Social media responses.
- Liaison and collaborate with Managers as needed and help provide creative solutions to communication problems
- Assist in the development and implementation of Brand PR programs to support brand building initiatives/innovation/corporate promotions
- Create and Distribute Monthly Newsletters, Events Flyers and Invitations.
- Develop and maintain strong professional relationships with internal and external stakeholders and work effectively with all levels of employees
- Other duties as assigned

QUALIFICATIONS

- Diploma or degree in Communications or related field
- At minimum, entry level experience in Communications, Marketing and/or PR experience
- Strong organizational and communication skills
- Demonstrated success with social media tools such as FaceBook, YouTube, etc.
- Working knowledge of Microsoft products, media monitoring, software and PR tools.
- Knowledge of Anishinaabemowin, Culture and Traditions are an asset
- A clean criminal record check and vulnerable sector check

Applicants must submit a cover letter, resume and three (3) professional references. **Application deadline: Friday, January 17, 2025**

Please apply online at www.bimose.ca or submit applications via:

Email: careers@bimose.ca

Fax: (807) 468-3908