



**MOOSE HIDE
CAMPAIGN**

**CAMPAGNE
MOOSE HIDE**

Communications Assistant

WHO WE ARE

The Moose Hide Campaign is an Indigenous-led grassroots movement seeking to engage men and boys, alongside all Canadians, to work together to end violence against women and children. As one of Canada's most recognizable reconciliation initiatives, the Moose Hide Campaign continues to spread across the country. The movement seeks to engage people from all sectors, cultures, provinces, and territories to learn together, work together, and take personal responsibility and collective action.

Our story is one of passion and possibility. Our heart-centered team is on a mission.

We want to gift moose hide pins to every Canadian.

We want to grow our national Moose Hide Campaign Day ceremony to realize one million Canadians fasting together, in ceremony, across the country to end violence against women and children.

Our small, close-knit team completes their inspirational work in offices located in the Songhees Innovation Centre, on the traditional territory of the Lekwungen (Songhees) People.

WHO YOU ARE

You are highly organized with demonstrated expertise with social media applications, media relations and content creation. You are a lifelong learner with a passion for social change. You find it easy to work independently and take the initiative where needed. You take pleasure in working with others and helping them achieve success. You are excellent at prioritizing and managing multiple tasks and deliverables; you are good under stress, and you know how to ask for help when needed. You are tactful, emotionally intelligent, are eager to make a positive impact, have a passion to help others, and crave meaningful work.

Position: Communications Assistant
Reports to: Communications Director
Location: Remote Position – we welcome candidates from across Canada
Start Date: As soon as possible
Salary range: \$60 – 65,000 per annum (negotiable, commensurate with experience)

Status: Full-Time, Temporary Position, with possibility of extension (to June 2, 2023). There can be flexibility with the hours for this position depending on where the candidate is located.

THE POSITION

The Communications Assistant works in preparation of Moose Hide Campaign Day to promote the Moose Hide Campaign's message of advancing reconciliation and addressing gender-based violence by engaging men, boys, and all Canadians to stand up against violence towards women and children.

The successful candidate will play a key role in promoting awareness of Moose Hide Campaign key messages and resource materials in preparation for Moose Hide Campaign Day on May 11th. The successful candidate will play an integral role in creating awareness of the Campaign through videos, social media postings, and additional resources.

We are looking for a lifelong learner with a passion for social change. They must also have a solid grasp of Indigenous issues and reconciliation, social wellness, and gender issues and dynamics. The Campaign is committed to providing an innovative, heart-centered, highly professional, culturally grounded and solution focused organizational culture and is committed to ensuring that everyone on the team is well supported to achieve their best results.

Responsibilities

Working closely with the Moose Hide Communications Director and General Manager, the Communications Assistant will:

- Work in collaboration with MHC's core team to produce and execute communications plans for MHC events and educational programming.
- Work in collaboration with MHC's core team to produce communications materials for MHC events and educational programming.
- Produce promotional content, calendars, op-eds, blogs, social media posts, videos, for Moose Hide Campaign social media platforms.
- Assist in the maintenance and posts for the MHC website.
- Engage with grassroots MHC event coordinators and participants (events could be online or in person), to improve earned media penetration and message delivery for their event, as well as gather stories from local MHC events.
- Maintain a knowledge of Moose Hide Campaign's vision, mission, strategy, and activities.

Other related duties as required.

Qualifications: Education, Experience, Skill Sets and Competencies

The Communications Assistant will have demonstrated education and experience in communications including:

- Two to five years of experience in communications.
- Understanding of the guiding principles of Indigenous story telling.
- Excellent oral and written communications skills in English. French or other language(s) an asset.
- Strong research skills and ability to translate complex issues into clear and simple messaging.
- Good understanding of social and legacy media.
- Experience working with innovative online communications platforms and approaches.
- Experience handling and communicating complex subjects.
- Knowledge, experience, and understanding working in an Indigenous context.
- Able to plan strategically and act intuitively and quickly in order to support MHC's goal to efficiently provide journalists, supportive politicians and other players with pre-approved communication materials to ensure they recognize and support our campaign objectives.
- Demonstrated ability to work within tight budgets while maximizing the marketing of key MHC communiques across multiple platforms.
- Well organized; able to effectively multitask while maintaining professionalism and composure.
- Able to prioritize and manage time effectively, and to balance competing demands and priorities in a fast-paced team environment.
- Proficiency in Microsoft applications, Adobe Creative Suite, WordPress and other graphic design applications.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required.

How to Apply:

Interested candidates are invited to submit the following to careers@moosehidecampaign.ca. A letter of interest, outlining how your previous experience and education would support this position.

- 1) A recent C.V.
- 2) Contact information for two references.

This posting will remain open until the position is filled.

As this is a unique opportunity, we welcome and are open to discuss flexible arrangements. We thank all applicants for their interest; only those selected for an interview will be contacted.

For more information regarding our organization, please visit our website at:

<https://moosehidecampaign.ca/>

Persons of Indigenous ancestry will be given preference. s16(1) CHRA.